Ministère de l'Éducation

1971-72

Memoranda
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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SCHOOL ATTENDANCE FOR TRAINABLE RETARDED STUDENTS

In accordance with Ontario Regulation 346/68 - Schools for Trainable Retarded Children, trainable retarded children under ten years of age may attend school for half a day only and must leave school at age eighteen.

Amendments to the Regulation have been made which will allow trainable retarded children, subject to the practices and procedures of the admissions board, to attend school in keeping with the school attendance regulations which apply to all children.

Each Board of Education and the Metropolitan Toronto School Board will establish the criteria upon which admissions boards under its jurisdiction will make recommendations for the attendance of the trainable retarded and will establish procedures in accordance with which the admissions boards will operate. It will be the responsibility of the divisional board to have the criteria and procedures of the admissions boards published as Board of Education policy.

The changes in the Regulation will become effective in September, 1972. Prior to September, 1972, the Minister may grant permission to establish programs for the trainable retarded between the ages of 5 - 21 years.

J. S. Stephen
for J. F. Kinlin,
Assistant Deputy Minister.

September 1, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: SMOKING SURVEY

The Ontario Federation of Home and School Associations has agreed to cooperate with the Department of National Health and Welfare by conducting a school survey on smoking using a questionnaire prepared under the auspices of the Federal Department.

It is our understanding that the Provincial Vice-Presidents of the Federation will be contacting boards of education asking for permission to conduct the survey in selected schools of that board. If the permission of the board is given, it is expected that the board officials will inform the principals concerned, and then contact will be made with the school principal by the Home and School official.

La Fédération de Parents et Instituteurs de language française d'Ontario was contacted for assistance in conducting the survey in French-language schools, and has agreed to carry out the survey in the selected schools in which French is the language of instruction. The Catholic Parent Teachers' Association was contacted for assistance in conducting the survey but was unable to take an active part at this time. However, the Catholic Parent Teachers' Association did indicate that it had no objection provided that the Provincial Vice-Presidents secured the permission of the separate school boards concerned, and then worked through the boards with the principals of the schools involved.

The Department is satisfied that this survey will serve a useful purpose and requests the cooperation of the boards contacted by the Federation.

J. F. Kinlin,
Assistant Deputy Minister.

December 3, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

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Re: Teacher Exchange for 1972-73

1. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in the United Kingdom.

2. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own school board and his salary is subject to the usual deductions for superannuation contributions and for income tax. Because of lower salary scales in the United Kingdom, where a lower cost of living prevails, and because of the loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars, it is believed that United Kingdom exchanges should be assisted financially while in Canada. A Canadian teacher going on exchange to the United Kingdom is asked to make available the sum of $500 to the exchangee. As an indication of its interest in the exchange scheme and in recognition of the professional value of exchange, the school board employing a Canadian teacher who applies to go on exchange to the United Kingdom is also expected to make available $500 to the exchange teacher coming to Canada.

3. A teacher should seek permission from his school board to apply for exchange, only

   (a) if by September, 1972, he will be between 25 and 50 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a university degree);

   (b) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered and if he will be able to adapt himself to conditions as he finds them in his new environment;

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(c) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;

(d) if he believes that his Director of Education or Superintendent of Separate Schools will recommend him as a suitable applicant;

(e) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.

4. A teacher who is interested in exchange should,

(a) write to the Teacher Exchange Officer, Department of Education, Room 1855, Mowat Block, Queen's Park, Toronto 182, Ontario, for more detailed information and for copies of the application form,

(b) apply to his board for permission, and

(c) if approval by the board is received, complete the application forms and send them to the Teacher Exchange Officer not later than November 30, 1971.

J. F. Kinlin,
Assistant Deputy Minister.

September 2, 1971.

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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: LOCALLY DEVELOPED COURSES IN LANGUAGES ADDITIONAL TO THOSE PRESENTLY AUTHORIZED

1. Until the present, the language program in Ontario has been limited to English, French, Français, Anglais, German, Italian, Russian, Spanish, Latin, and Classical Greek.

2. Effective immediately, locally developed courses in languages additional to those listed above may be submitted as outlined in Circular H.S.1 and Circular 14 for consideration by the Department of Education for credit towards both the Secondary School Graduation Diploma and the Secondary School Honour Graduation Diploma.

3. The following conditions will apply to such courses:

   a) Courses must be confined to students in the Senior Division.

   b) Teachers must hold basic Ontario certification.

   c) The usual description of the course proposed and the supporting learning materials must be supplemented by a statement concerning the language proficiency of the teacher(s) who will be presenting the course. It is expected that such teachers will have fluency in the language being taught, similar to that of a native speaker.

   d) Specific approval to offer the course must be given by the Board.

4. This policy includes the languages of our indigenous Indian and Eskimo peoples.

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5. Courses for which credit towards the Secondary School Honour Graduation Diploma is requested must be of similar intensity to the language courses presently authorized for the Honour Diploma. This would imply that students would have completed at least two credits of work in the language being studied prior to beginning work at the Honour Diploma level.

E. E. Stewart,
Deputy Minister of Education.

October 1, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SCHOOLS FOR THE DEAF AND THE ONTARIO SCHOOL FOR THE BLIND AS RESOURCE CENTRES

The education of the blind and the deaf in Ontario has a long and distinguished history. The conditions which existed in the past justified the decision taken to centralize educational institutions for these handicapped children. With few exceptions, the establishment of larger units of administration and the growth of modern transportation systems are major factors in creating a new set of conditions, thereby making feasible the establishment of more local school programs and services in these special fields.

The current philosophy is that every child has the right to a suitable education while living at home with his family if possible. Our objective is that more and more local school systems will study their needs for these children and organize suitable programs and services where feasible.

The Ontario Schools for the Blind and the Deaf are prepared to act as resource centres to school boards in these highly specialized areas of education and to provide appropriate assistance and guidance insofar as their personnel and facilities will permit. Requests for assistance should be made by local officials to the Regional Director of Education who will examine the requests and pass them along with his comments or suggestions to the Superintendent of the school serving his region.

The production and library service of large print textbooks for students with limited vision is being transferred from the Canadian National Institute for the Blind, Toronto, to the new building complex at the Ontario School for the Blind, Brantford. Enquiries concerning textbook services for students should be directed to the Superintendent, Mr. S. E. Armstrong, Ontario School for the Blind, telephone (519) 752-1012, Brantford, Ontario.

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The Canadian National Institute for the Blind, Eye Service Department, will continue to assist the Resource Centre in locating and assessing the needs of visually handicapped students.

J. F. Kinlin,
Assistant Deputy Minister.

October 8, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTERNATIONAL TEACHING FELLOWSHIPS, SECOND SERIES, OFFERED BY THE GOVERNMENT OF VICTORIA, AUSTRALIA

The Government of the State of Victoria, Australia, is awarding International Teaching Fellowships effective from January, 1972 to December, 1973 to commemorate the Centenary of State Education in Victoria in 1972.

The fellowships are to be awarded to teachers with from four to ten years experience who have made significant contributions to the teaching of science and mathematics in the secondary schools and hold Type A or Specialist's certificates in those subject areas.

There will be sixty Fellowships for the United States of America, twenty Fellowships for the United Kingdom and twenty Fellowships for Canada, of which four will be awarded to teachers in Ontario.

The International Teaching Fellowships will enable a group of at least 100 experienced teachers to provide an international influence in the schools of Victoria. This contact will be a source of stimulation not only to teachers in Victoria but also to the Fellows themselves and should enable them to contribute to education in their own countries when they return.

Conditions of the Fellowship Award

1. Each Fellow will carry a full-time teaching assignment commencing on February 1, 1972, and concluding in December, 1973. The teaching assignment may include the preparation of students for external examinations at the secondary school graduation level.

2. The total value of the two-year Fellowship will be approximately $18,110 (Canadian) and will be provided by the Government of Victoria as an allowance for travel, moving, and living expenses. The allowance will not be subject to taxation in Australia.

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3. An International Teaching Fellow will be able to teach in the secondary schools of Victoria, to study curriculum and other educational developments in Victoria, and travel as he desires in all Australian states during vacation periods.

4. The Fellowship cannot be awarded unless the teacher is able to obtain leave of absence from his present employer without pay for the period of the Fellowship.

5. Arrangements can be made to make contributions to the Teachers' Superannuation Fund in Ontario for the period of the teacher's leave of absence.

Applications for International Teaching Fellowships

1. Applications for the Fellowship award from qualified teachers must reach the Registrar no later than Friday, October 1, 1971:

The Registrar,
Ontario Department of Education,
18th Floor, Mowat Block,
Queen's Park,
Toronto 182, Ontario.

2. Each applicant should provide a curriculum vitae of qualifications and experience which can be forwarded to the educational authorities in Australia. No application forms are available.

3. Until the applicant is contacted concerning the granting of the Fellowships, no enquiries should be made to school boards concerning leave of absence.

J. F. Kinlin,
Assistant Deputy Minister.

September 9, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: APPRENTICESHIP TIME CREDITS

A Letter of Understanding dated June 30, 1971, signed by both the Minister of Education, the Honourable Robert Welch, and the Minister of Labour, the Honourable Gordon Carton, sets forth new policy concerning apprenticeship time credits for secondary school achievement. A copy of this letter is attached and should be brought to the attention of all staff concerned with student counselling and vocational-technical education.

When choosing secondary school courses, students interested in apprenticeship programs should keep in mind the related classroom instruction they will be obliged to study at Colleges of Applied Arts and Technology.

J. F. Kinlin,
Assistant Deputy Minister.

Enclosure

October 8, 1971.

Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: RETROACTIVE CERTIFICATES FOR TEACHERS OF TRAINABLE RETARDED CHILDREN

Teachers of trainable retarded children qualified under section 9 (1) (ii) (iii) (iv), or deemed to be qualified under section 9 (1) (v) or 9 (2) of ONTARIO REGULATION 346/68 SCHOOLS FOR RETARDED CHILDREN, are eligible to make application for certificates for completion of any Department of Education five-week summer course or approved board-sponsored winter course, prior to July 1, 1971.

Applicants who can provide satisfactory documentation to this effect will be granted certificates.

Applications and enquiries should be addressed to the Registrar, Ontario Department of Education, Mowat Block, Queen's Park, Toronto 182, Ontario.

This Memorandum should be considered in conjunction with Memorandum 1970-71:44, "Teachers of Trainable Retarded Children", dated April 29, 1971.

J. F. Kinlin,
Assistant Deputy Minister.

October 15, 1971.

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SAFETY PRECAUTIONS

The following hazards to the safety of pupils and to children at play outside of school hours are matters of concern to educators and students alike. Principals are asked to discuss these problems with their teachers in order that the school program may give the necessary emphasis to these hazards and to other dangers that should be called to the attention of pupils from time to time during the year.

1. SCHOOL BUS SAFETY

Even though pupils have certain protections provided by The Highway Traffic Act to help ensure their safety when they alight from school buses, some boys and girls are not being careful to make sure that traffic has stopped in both directions before crossing the road. The Minister of Transportation and Communications believes that young people can be more effectively protected from highway and other traffic hazards if they are thoroughly trained in a few simple rules of road safety. Principals and teachers are reminded that safety aids for their safety programs are available from the Transportation Safety Office, Department of Transportation and Communications, Ontario, Ferguson Block, Queen's Park, Toronto 182, Ontario.

2. WATER SAFETY

The importance of the instruction of pupils in water safety procedures and the need for constant supervision of all programs in school pools is recognized by all those in charge of such programs. Principals of schools with swimming programs are advised to consult the new Ontario Regulation 113/71 published by the Ontario Department of Health, Public Health Engineering Service, 1 St. Clair Avenue West, Toronto 7, Ontario.

J. F. Kinlin,
Assistant Deputy Minister.

November 3, 1971.

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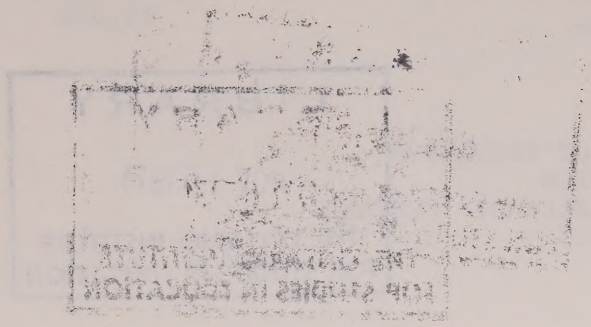

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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. REMOVAL OF LIMITATIONS ON SIZE OF EVENING CLASSES
2. IMPORTANT TOPICS TO BE INCLUDED BY DEPARTMENT OF EDUCATION OFFICIALS IN "NEW DIMENSIONS"
3. REQUEST BY PUPILS FOR INFORMATION FROM CHAMBERS OF COMMERCE

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1. REMOVAL OF LIMITATIONS ON SIZE OF EVENING CLASSES

Subsections (9), (10), and (11) of section 12 Ontario Regulation 339/66 Elementary and Secondary Schools - General, which limited the size of evening classes, were revoked, effective August 27, 1971.

2. IMPORTANT TOPICS TO BE INCLUDED BY DEPARTMENT OF EDUCATION OFFICIALS IN "NEW DIMENSIONS"

The Department of Education is introducing a new practice in its monthly publication of this brochure. In addition to other articles already included for teacher reference, significant topics for the study and comments of principals, teachers, and school officials will be inserted for their consideration. For example, attention is drawn to the POSITION PAPER, or WORKING PAPER on proposed changes in Teacher Certification in Ontario, which appears in the October issue, and to the request that all interested persons forward their considered comments, opinions, or recommendations to the Deputy Minister, Ontario Department of Education. It is hoped that this new practice will provide the opportunity for all those vitally interested in particular aspects and proposals to express their opinions and to make constructive suggestions for the study of the Department before final decisions are made.

3. REQUEST BY PUPILS FOR INFORMATION FROM CHAMBERS OF COMMERCE

The Chambers of Commerce in Ontario would appreciate the assistance of principals in making it known to teachers and pupils that requests for information should include a stamped self-addressed large size envelope to ensure receipt of available literature.

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J. F. Kinlin,
Assistant Deputy Minister.

November 8, 1971.

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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the attention of members of his staff as soon as possible.

RE: PRINCIPALS' COURSE

Plans are being made to offer, in the summer of 1972, courses of four weeks' duration leading to the Elementary School Principal's Certificate and to the Secondary School Principal's Certificate as follows:

Elementary Section

July 3 to July 28	Queen's University, Kingston University of Western Ontario, London York University, Toronto
July 10 to August 4	University of Waterloo, Waterloo Trent University, Peterborough Laurentian University, Sudbury

Secondary Section, First Session

July 10 to August 4	University of Waterloo, Waterloo Trent University, Peterborough Laurentian University, Sudbury

Secondary Section, Second Session

July 3 to July 28	Queen's University, Kingston University of Western Ontario, London York University, Toronto

The Sections will have joint lectures and sessions in some topics and separate groups or electives according to the needs and interests of candidates. It should be noted that informal discussion in a residence environment is considered to be an essential part of the course and that, therefore, each successful applicant will be required to live in the residence of the university to which he is assigned for the course.

(over)

GENERAL INFORMATION

A candidate wishing to be admitted to the course in 1972 should obtain from the principal the appropriate preliminary application form: Elementary-35PC(E); Secondary-35PC(S1) or (S2).

Each applicant should send his preliminary application immediately to the local chief supervisory officer who will forward all of the applications to the Director of Supervision, Mowat Block, Queen's Park, Toronto 182, by January 15, 1972. Since it is not possible to provide places for all applicants, quotas for school boards, based upon the number of teachers per board, will be established, and the local chief supervisory officers are asked to list candidates in order of preference. Each successful applicant will receive a letter of acceptance from the Department of Education which must be presented along with a small (passport size) recent photograph at the time of registration at the assigned centre.

Each accepted candidate is to obtain from his school principal or from the Registrar, Department of Education, Mowat Block, Queen's Park, Toronto 182, an official Department Summer Course application form (Application for Departmental Summer Courses, 1972), copies of which are sent to each school in April. The Application for Summer Courses, 1972, is to be completed and forwarded with the required fee, payable to the Treasurer of Ontario, to the Ontario Department of Education, P.O. Box 560, Station F, Toronto, Ontario.

A successful candidate should note that an Interim Certificate is valid for five years from the date of issue and that it is issued in recognition of the successful completion of the section of the Principals' Course for which the candidate made application.

ADMISSION REQUIREMENTS

(1) An applicant for admission to the ELEMENTARY SECTION or to the SECONDARY SECTION, FIRST SESSION, in 1972 shall

(i) hold a basic permanent Ontario teacher's certificate valid in the type of school for which the applicant desires a principal's certificate;

(ii) have the degree of Bachelor of Arts or Bachelor of Science from an Ontario University; or a degree deemed equivalent thereto (evidence of the latter is to be sent to the Registrar for an official evaluation of its acceptability before an applicant will be admitted to the course);

(iii) have five years of teaching experience prior to June 30, 1972; and

(iv) have been considered as above average in competence for at least the last two years of his experience.

NOTE: An applicant may be given preference if he holds, or has been appointed to, the position of principal or vice-principal of an Ontario school, effective September 1972.

(2) An applicant for admission to the SECONDARY SECTION, SECOND SESSION, in 1972 shall

(i) have taught one or more subjects of the senior division for at least three years as a full-time staff member in a secondary school;

(ii) have been considered as above average in his work as a principal or vice-principal for two years subsequent to receiving his Interim Secondary School Principal's Certificate, Type B; and

(iii) be eligible for a permanent Secondary School Principal's Certificate, Type B, by June 1972.

CERTIFICATION

Candidates are advised to refer to the information in Memorandum 1970-71:7.

J. F. Kinlin,
Assistant Deputy Minister.

November 23, 1971.

Form 35PC(E)

DEC 8 1971

APPLICATION FOR THE PRINCIPALS' COURSE-ELEMENTARY SECTION

Print

.....

Surname First Names
(If married, maiden name also.
If religious order, lay name.)

.....

Address

.....

Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. .....

Print

For the School

Where You Are Now Teaching

Provide the following information

Present Position .....

Name of School .....

Address of School .....

Telephone Number .....

School Board .....

ONTARIO TEACHING CERTIFICATES

Certificate	Date of Issue	Number

NO. OF YEARS OF TEACHING EXPERIENCE (as of June 30, 1972)

(a) Elementary Schools ..... (c) Inspected Private Schools .....

(b) Secondary Schools ..... (d) Total .....

RECORD OF TEACHING EXPERIENCE

(State number of years in each grade)

School (Present School First)	Primary			Junior			Intermed.		Date	No. of Years in each School
	1	2	3	4	5	6	7	8		

I agree to live in the residence of the university to which I am assigned for the course. I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 ..... 2 ..... 3 .....

Date of Application ..... Signature of Applicant .....

(over)

Form
35PC(E)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Director of Supervision Branch,
Department of Education,
Mowat Block,
Queen's Park,
Toronto 182, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

_____
Director of Education or
Superintendent of Separate Schools

Dated at _____

_____ 19__

SECTION B

This is to certify that the applicant has taught successfully under my supervision from: _____
(Day, Month and Year)

to: _____
(Day, Month and Year)

I consider the applicant to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

_____
Director of Education or
Superintendent of Separate Schools

Dated at _____

_____ 19__

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Form
35 PC(S1)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Director of Supervision Branch,
Department of Education,
Mowat Block,
Queen's Park,
Toronto 182, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

Dated at _____

_____ 19__

_____
Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of private schools)

SECTION B

This is to certify that the applicant has taught successfully under my supervision from: _____
(Day, Month and Year)

to: _____
(Day, Month and Year)

I consider the applicant to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

Dated at _____

_____ 19__

_____
Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of private schools)

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Form
35PC(S1) APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

FIRST SESSION 1972

Print

....
Surname First Names

.....
Address

.....
Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. .....

Print

For the School

Where You Are Now Teaching

Provide the following information

Present Position .....

Name of School .....

Address of School .....

Telephone Number .....

School Board .....

TEACHING CERTIFICATES (PERMANENT ONLY)

Certificate	Specialist Subject	Date of Issue	Number
High School Specialist's Certificate			
High School Assistant's Certificate			
Vocational Specialist's Certificate			
Occupational Specialist's Certificate			

NO. OF YEARS OF TEACHING EXPERIENCE (as of June 30, 1972)

(a) Secondary Schools .....(c) Elementary Schools.....

(b) Inspected Private Schools.....(d) Total .....

RECORD OF TEACHING EXPERIENCE

(State number of years in each level)

School (Present School First)	Levels					Occupational		Date	No. of Years in each School
	Intermed.		Senior						
	1st 9	2nd 10	3rd 11	4th 12	5th 13	1st year	2nd year		

I agree to live in the residence of the university to which I am assigned for the course I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 ..... 2 ..... 3 .....

Date of Application..... Signature of Applicant.....

(over)

Form
35PC(S2)

DEC 8 1971

APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

SECOND SESSION 1972

Print

....
Surname First Names

.....
Address

.....
Name and Address of next of kin

Degree(s) University(ies)

....

....

Identification No. .....

Print

For the School
Where You Are Now Teaching

Provide the following information

Present Position .....

Name of School .....

Address of School .....

Telephone Number .....

School Board .....

Interim Secondary School Principal's Certificate, Type B - Date of Issue .....

Experience (as Principal or Vice-Principal in an Ontario Secondary or Private School)=

1968-69

1969-70

1970-71

1971-72

TEACHING EXPERIENCE (minimum of three years in Senior Division)

School	Subjects Taught in Senior Division	Date	No. of Years in each school

I agree to live in the residence of the university to which I am assigned for the course. I prefer, in order, the following centres, although I realize that I may not be granted my first or second choice:

1 ..... 2 ..... 3 .....

Date of Application ..... Signature of Applicant .....

(over)

Form
35 PC(S2)

REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Director of Supervision Branch,
Department of Education,
Mowat Block,
Queen's Park,
Toronto 182, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

_____
Director of Education
(Area Superintendent - in the case of private schools)

Dated at _____

_____ 19__

SECTION B

This is to certify that the applicant has taught successfully under my supervision from: _____
(Day, Month and Year)

to: _____
(Day, Month and Year)

I consider the applicant to be above average in competence as a vice-principal or principal during the last two years of his vice-principalship or principalship experience.

_____
Director of Education
(Area Superintendent - in the case of private schools)

Dated at _____

_____ 19__

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

DEC 8 1971

Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

1971-72:11
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: NEW AND EXPERIMENTAL COURSE APPROVALS, 1972-73

Careful and comprehensive planning is important in the development of new and experimental courses. It is understood that local and provincial policies must be considered as well as the relevance of a course to the needs of the age groups concerned. The matter of approval also requires sufficient time to allow proper attention to all aspects of a proposed course.

These courses are developed by a school and are presented to the Director of Education or Superintendent of Separate Schools of the jurisdiction to which the school belongs. If the chief supervisory officer supports the school's proposal and, when required, the proposed course has the approval of the board, the supervisory officer sends a letter to the appropriate Regional Director of Education requesting Department of Education approval. This request should include a statement by the school explaining why the proposed course is not considered to be within existing Department of Education guidelines, an outline of the course, a list of the resource materials to be used, including textbooks, and the level at which the course is to be offered. Since permission is required for the use of textbooks not listed in Circular 14, the request to use such a textbook in support of new and experimental courses should include a delineation of its specific supportive role.

This policy applies to all courses which are considered by local supervisory officers to be outside existing guidelines, at the kindergarten level and in the primary, junior, intermediate and senior divisions. The list of Departmental guidelines is given on pages 6 and 7 of Circular 14, textbooks, 1971.

Requests for approval of new and experimental courses planned to begin in September, 1972, should reach the Regional Offices by a date arranged within the Region concerned, but in any event no later than March 31, 1972.

It is recognized that this date is not appropriate for schools operating semester or trimester programs. Requests from these schools should reach the Regional Office at least two months before the time the students are informed by the school that the course is being offered.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

November 25, 1971.

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Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: BOARD-SPONSORED WINTER COURSES FOR TEACHERS, FOR DEPARTMENTAL CREDIT 1972-73

This Memorandum supersedes Memorandum 1970-71:26, dated February 9, 1971.

1. A board wishing to operate a winter course for teachers, leading to Departmental credit, should submit an application (in duplicate) on the forms provided, ON OR BEFORE JUNE 1, to conduct a course during the following school year. The application, to be complete, must include the following information:

   (a) the name, teaching experience, area of responsibility of each staff member, and his particular qualifications for that position,

   (b) (attached to the application forms) duplicate copies of an outline indicating the content of the course to be offered and the time allotment for each topic. (Please note the final date for submission of course outlines.)

   Application forms with course outlines should be forwarded to the Superintendent of Professional Development, Department of Education, 17th Floor, Mowat Block, Queen's Park, Toronto 182.

2. Before beginning the planning for a winter course, account should be taken of the Department's plan of gradual transfer of operation of summer courses to faculties and colleges of education. For this reason, boards in or close to a centre where there is a faculty or college of education should investigate the possibility of consulting with these institutions for assistance in staffing arrangements. This suggestion applies to all courses but especially to courses in Physical and Health Education and in Guidance.

3. The provision of accommodation, the recruitment and payment of staff, the setting and collection of fees will be the responsibility of the sponsoring board. The Department cannot undertake to provide staff or financial assistance for winter courses.

(over)

A sponsoring board will also be required to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that books and equipment provided for Department Summer Courses are used by Teachers' Colleges and other Branches during the winter and will not be available.)

4. Where two or more boards are co-operating in offering a course in 1972-73, one board will be required to accept full responsibility for the organization, and for the proper conduct of the course, and all official correspondence from the Department will be with that one board. It is understood that this board may have assistance from neighbouring boards in the provision of staff and resource materials, and may make arrangements for the admission of teachers who are employees of other boards.

5. Course content, timetables, assignments, examinations, and qualifications of staff are subject to approval by the Department. The Department reserves the right to exercise such supervision of a course as is deemed necessary. Where it is reported that too few candidates are in attendance, or that the sponsoring board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Department are not being observed, Departmental credit will not be granted for the course.

6. The admission requirements for all courses will be the same as those outlined in the General Announcement of Summer Courses 1972. No Departmental credit will be given to an applicant whose qualifications for admission to a particular course do not meet the Department's requirements. Where the eligibility of an applicant is in doubt a ruling must be obtained from the Registrar, Ontario Department of Education, 18th Floor, Mowat Block, Queen's Park, Toronto 182, before admission is granted.

   The decision to permit auditors or visitors to attend part or all of a course is the responsibility of the sponsoring board. Such persons should be informed that their names will not appear on Departmental records and they will not receive credit, now or in the future, for courses attended.

7. Attention is directed to the fact that a teacher may not receive Departmental credit for more than one board-sponsored winter course during the same winter.

8. In view of the fact that the hours of instruction in Departmental Summer Courses leading to Departmental credit may not be fewer than 120, a minimum of 100 hours of classroom instruction plus a minimum of 20 hours for reading, study and assignments will be required for winter courses.

   In preparing the course timetable the following conditions should be noted:

   (a) Winter course sessions held on school nights shall not exceed three hours;

   (b) The interval between class sessions shall not exceed ten days (except for the usual school vacation periods).

9. Applicants for a winter course for Departmental credit should be informed that regular attendance is required for the full period of the course. Irregular attendance, for any reason, must be reported to the Department by the principal of the course and can result in failure to obtain Department credit.

10. Only those courses for which the board can provide a sufficient number of qualified staff members and an adequate number of reference texts may be offered for Departmental credit. Staff requirements are listed on page 4 of this memorandum.

11. All inquiries regarding winter courses should be directed to the Superintendent, Professional Development, Department of Education, 17th Floor, Mowat Block, Queen's Park, Toronto 182, (365-2682).

    Boards are reminded that for 1972-73 courses the final date for receiving completed application forms, including staff lists and course outlines is June 1.

J. F. Kinlin,
Assistant Deputy Minister.

November 27, 1971.

MINIMUM NUMBER OF INSTRUCTORS ACCEPTABLE
FOR WINTER COURSES LEADING TO DEPARTMENTAL CREDIT

COURSE	MINIMUM NO. OF INSTRUCTORS	NUMBERS FOR ADDITIONAL STUDENTS
Art	5 for up to 100 students	1 for each additional 20
Childhood Education	8 for up to 100 students (staff to work with both children and teachers)	1 for each additional 15
El. Mathematics (Gr. 1-6)	4 for up to 75 students	1 for each additional 30
El. Science (Gr. 1-6)	3 for up to 60 students	1 for each additional 20
El. Social Studies (Gr. 1-6)	3 for up to 60 students	1 for each additional 20
El. School Librarians	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Environmental Field Studies	3 for up to 30 students	1 for each additional 15
Integrated Studies	3 for up to 30 students	1 for each additional 15
Guidance	3 for up to 30 students	1 for each additional 15
Interm. Div. Math. (Gr. 7 & 8)	3 for up to 75 students	1 for each additional 30
Interm. Div. Geo. & History (Grades 7 & 8)	3 for up to 60 students	1 for each additional 20
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Language Arts	4 for up to 60 students	1 for each additional 15
Learn. Materials Methodology	3 for up to 50 students plus 1 technician	1 for each additional 15
Music	3 for up to 50 students	1 for each additional 20
Phys. & Health Education, Type B	4 per unit for 50 students	1 for each additional 15
El. Special Education	7 for up to 100 students (4 for general subjects 3 for Prescriptive Teaching)	1 for each additional 25
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses leading to a Special Certificate but not included in this list are the responsibility of the Colleges and Faculties of Education.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUPERVISORY OFFICER'S CERTIFICATE (O. REG. 517/71)

A new Regulation for the qualifications of supervisory officers was filed on December 14, 1971, and will be published in the Ontario Gazette on January 1, 1972. It reads as follows:

REGULATION MADE UNDER
THE DEPARTMENT OF EDUCATION ACT

SUPERVISORY OFFICER'S CERTIFICATE

1.-(1) Except as provided in subsection 2, a supervisory officer, including a director of education and a superintendent of separate schools, shall hold a Supervisory Officer's Certificate.

(2) A person who, prior to the 1st day of January, 1973,

(a) held an Elementary School Inspector's Certificate, a Public School Inspector's Certificate, a Secondary School Principal's Certificate, or a Secondary School Principal's Certificate, Type A; or

(b) served as a provincial inspector of secondary schools or a municipal inspector of secondary schools,

is deemed to hold a Supervisory Officer's Certificate.

2.-(1) A candidate for a Supervisory Officer's Certificate shall make application to the Deputy Minister before the first day of December in the year next following to take the written and oral examinations prescribed by the Minister, except that a candidate for a Supervisory Officer's Certificate who wishes to take such examinations in the year 1972, shall make application to the Deputy Minister on or before the 31st day of January, 1972.

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(over)

(2) A candidate for a Supervisory Officer's Certificate shall submit to the Deputy Minister with his application, evidence that he has seven years of successful experience as a teacher and that he holds,

(a) the degree of Bachelor of Arts or Bachelor of Science from an Ontario university, or a degree the Minister considers equivalent thereto;

(b) a permanent teaching certificate valid in Ontario; and

(c) one of,

(i) an Elementary School Principal's Certificate,

(ii) a Secondary School Principal's Certificate, Type A,

(iii) a Secondary School Principal's Certificate, Type B,

(iv) a Secondary School Principal's Certificate, or

(v) a Master of Education degree or a degree the Minister considers equivalent thereto.

(3) The examinations referred to in subsection 1 shall be held at such times and places as the Minister determines and shall be based on,

(a) the Acts administered by the Minister and the regulations thereunder;

(b) the curriculum guidelines, and related reference material pertaining to elementary and secondary education in Ontario; and

(c) supervisory and administrative organizational theories and practices related to the effective operation of a school system.

(4) Where a candidate obtains satisfactory standing on each of the written and oral examinations referred to in subsection 1, the Minister shall grant him a Supervisory Officer's Certificate.

3.-(1) Until the 1st day of July, 1972, a candidate for a Supervisory Officer's Certificate may submit in lieu of evidence that he holds the degree required by subclause v of clause c of subsection 2 of section 2, evidence that he holds certificates of The Ontario Institute for Studies in Education in the following graduate courses in education leading to the Master of Education degree:

1. One-half of any one of courses 1010, 1200, 1201, 1280, 1281, 1282, 1283, 1284, 1285, 1402, 1403, 1407, 1417, 1600, 1601, 1610, 1611 and 1660;

2. One-half of any one of courses 1011, 1018 and 1019;

3. One-half of any one of courses 1013, 1014, 1015, 1016, 1300, 1301, 1302 and 1303;

4. One-half of an additional course of the candidate's choosing.

(2) A candidate may substitute for evidence that he holds the certificates referred to in subsection 1, evidence that he has successfully completed a graduate course in education that the Minister considers equivalent thereto.

4. Regulations 192 and 206 of Revised Regulations of Ontario, 1970 are revoked.

J. F. Kinlin,
Assistant Deputy Minister.

December 20, 1971.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: CREDITS IN PHYSICAL AND HEALTH EDUCATION

For many years, it has been the policy of the Department of Education to grant exemption from the health aspects of a Physical and Health Education Course to students whose parents or guardians make written request on the basis that content conflicts with the religious beliefs of the students concerned.

Enquiries have been made recently concerning the effect that this policy has on the credit system. Similar concern has been expressed for students who are able to participate only in the health aspects of the course because of physical handicaps.

To earn full credit for Physical and Health Education, the course should consist of both the physical and health aspects.

In individual cases involving religious belief or physical handicap, the rights as well as the needs of individual students must be respected. In these cases only, partial credits may be earned. Up to three quarters of a credit may be granted to students who take the portion of the course based on the physical education aspects only, and up to one quarter of a credit to students who take only the health aspects.

J. F. Kinlin,
Assistant Deputy Minister.

December 20, 1971.

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Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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FEB 1972
Director's Office
O.I.S.E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: TEACHERS OF TRAINABLE RETARDED CHILDREN: CONVERSION COURSE

The Honourable Robert Welch, Minister of Education, has announced that a six-week summer course leading to basic certification, for teachers "deemed to be qualified" to teach trainable retarded children, will be held at the Hamilton Teachers' College this summer from July 3 - August 11. Admission to this course will be limited to those teachers who were employed in the schools for trainable retarded children during the current school year.

Successful candidates will be granted a teaching certificate commensurate with their academic standing.

(a) Teachers with the Grade 13 standing required for the Secondary School Honour Graduation Diploma, or the equivalent, or higher standing, will be granted an Interim Elementary School Teacher's Certificate, Standard 1, 2, 3, or 4, as the case may be.

(b) Teachers who are graduates of a two or three-year program at a College of Applied Arts and Technology or at Ryerson Polytechnical Institute, or the equivalent, will be granted an Interim Elementary School Teacher's Certificate, Standard 1.

(c) Teachers whose academic standing is less than that specified in (a) or (b) will be granted a Deferred Elementary School Teacher's Certificate. This certificate may be exchanged for an Interim Elementary School Teacher's Certificate, on submission of evidence to the Registrar that the academic standing stated in (a) or (b) has been met.

(over)

The program will consist of Foundations of Education: Philosophy in Education and Psychology in Education, and Curriculum: Administration, Construction and Content, and Teaching Methods.

Directed observation and practicum experiences will be arranged as far as practicable to include experience in the various divisions of the elementary school.

Candidates wishing to be admitted to the course should obtain from their principals the appropriate application form which is being forwarded to them.

Each applicant should send his application immediately to the local Director of Education who will forward all of the applications to the Registrar, Ontario Department of Education, Mowat Block, Queen's Park, Toronto 182. Each successful applicant will receive, from the Registrar, a letter of acceptance which must be presented on the first day of the course.

J. F. Kinlin,
Assistant Deputy Minister.

February 2, 1972.

Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

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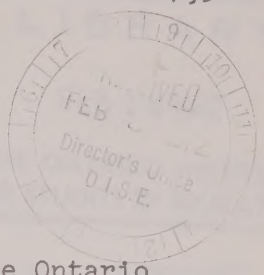

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
PRINCIPALS OF SECONDARY SCHOOLS

RE: ONTARIO ATHLETIC LEADERSHIP CAMP - 1972

The Student Leadership Program at the Ontario Athletic Leadership Camp, Longford Mills, is designed to develop leadership skills, athletic skills, organizing ability, self-confidence, and co-operative, responsible attitudes in the students who attend. The program is held during July and August and is administered by the Program Consultants in Physical and Health Education and a staff of Physical Education Specialists. Two courses are provided in July for girls and two in August for boys at the following times:

Girls) July 4 to 17
) July 19 to August 1

Boys) August 3 to 16
) August 18 to 31

Each secondary school which enrols students in all three years of the Senior Division may recommend one boy and one girl from the first year of this Division. Students recommended should be at least 15 years of age and not more than 17 years of age by August 1, 1972.

Application forms and details of the program will be forwarded early in March to school principals. Accommodation is limited to 216 students for each course and capacity will probably be reached before the deadline date of April 1, 1972. Applications will be accepted in the order in which they are received, and those received after capacity has been reached will be placed on a waiting list.

The Ontario Department of Education assumes the cost of accommodation and instruction. School boards sending representatives to the camp may be reimbursed for railroad and bus transportation costs in excess of $25.00 per representative. This reimbursement will be paid by the Department of Education to the school boards concerned upon submission of an official invoice.

J. F. Kinlin,
Assistant Deputy Minister.

February 3, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PRINCIPALS' COURSE: SUBSEQUENT QUALIFICATIONS FOR A PERMANENT ELEMENTARY SCHOOL PRINCIPAL'S CERTIFICATE AND PERMANENT SECONDARY SCHOOL PRINCIPAL'S CERTIFICATES

Arrangements have again been made with the Faculty of Education, Queen's University, Kingston, to offer a number of courses in the Summer of 1972 to meet the requirements for permanent principalship certification (Reference: Memoranda 1968-69:26, 1969-70:13, and 1970-71:7) The courses are each six weeks in length, extending from July 3rd to August 11th.

To be eligible for admission, a candidate must hold an Interim Elementary School Principal's Certificate or an Interim Secondary School Principal's Certificate, Type B or Type A.

These courses are being offered solely for the purpose of enabling candidates to satisfy the requirements for the above certificates. They are not credit courses towards a Master of Education degree nor towards admission to a Master of Education program at Queen's University.

Applications should be addressed to THE REGISTRAR, FACULTY OF EDUCATION, DUNCAN McARTHUR HALL, QUEEN'S UNIVERSITY, KINGSTON, ONTARIO.

Accommodations impose an enrolment limit for the program. All applications must be received by April 14, 1972. Applications will be processed in the order in which they are received.

During the summer of 1972, it is expected that six courses will be offered. Applicants should state their first, second and third preferences. Normally, first choices will be honoured within the limits of maintaining a reasonable pattern of enrolment.

(over)

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370.9713
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(1) INTRODUCTION TO CURRICULUM DESIGN AND EVALUATION

This course is intended for candidates who wish to become familiar with current knowledge and research in the curriculum area which can be of value in developing curriculum and in evaluating existing or new educational programs. Participants will receive practical experience in curriculum design and evaluation.

(2) SUPERVISORY AND ADMINISTRATIVE RELATIONSHIPS

Patterned on experience-based learning models, this course is designed to train administrators in diagnostic and leadership skills appropriate for educational organizations. Through involvement in problem-solving situations, participants will observe and analyze such group processes as membership role functions, styles of communication and influence, and decision-making patterns.

(3) PLANNING FOR CHANGE

This course is designed to help administrators understand current organizational and curricular innovations and to develop strategies for introducing change into their schools. Individual timetabling, nongraded programs, credit systems, independent study, and other innovations and their implications for schools will be considered.

(4) LEARNING PROBLEMS OF CHILDREN AND ADOLESCENTS

Emphasis will be placed on psychological and environmental aspects of the learning process. The course will include a review of various causes of learning problems as well as current practices of amelioration. Methods of application in the classroom and the total school will be examined in the light of their full implications for educational planning.

(5) THE ROLE OF THE PRINCIPAL AS "PRINCIPAL TEACHER"

This course will focus on some aspects of the role of the principal as "principal teacher". A number of influential teaching models will be examined in order to identify and characterize the diverse components of the teaching enterprise. Participants will analyze selected types of teaching strategies and will develop criteria and procedures for assessing their success.

(6) RATIONAL DECISION MAKING AND EDUCATIONAL POLICY

This course will focus on some aspects of the principal's role as policy maker. Decision procedure will be examined with special reference to justification. Issues will be considered which are of particular concern to principals in this age of student unrest; e.g., compulsory education, streaming, individual timetabling, sex education and promotion policy.

Application to the Registrar, Faculty of Education, Queen's University, should be accompanied by evidence that the requirements of the Principals' Course have been met.

The fee for each course is $75.00. The fee should not be paid until a letter of acceptance is received from the Registrar, Faculty of Education, Queen's University.

J. F. Kinlin,
Assistant Deputy Minister.

February 3, 1972.

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. WARDS OF CHILDREN'S AID SOCIETIES
2. CANADA'S 28th ANNUAL NATIONAL HEALTH WEEK - MARCH 12-18, 1972
3. QUALIFICATIONS OF TEACHERS OF SWIMMING

1. WARDS OF CHILDREN'S AID SOCIETIES

In Memorandum 1970-71:53, attention was drawn to the recent amendments to the Schools Acts whereby, effective on the 1st day of January 1972, a ward of a children's aid society has the right to attend an elementary or secondary school without payment of a fee in the school section, separate school zone or secondary school district in which he resides. It was indicated that consideration would be given to the loss of revenue from fees that formerly could be charged in respect of a ward who attended school in a jurisdiction that was not supported by the assessment of his parent or guardian at the time the pupil became a ward.

Sections 5 and 11 of Ontario Regulation 202/70, REIMBURSEMENT FOR COST OF EDUCATION IN TERRITORIAL DISTRICTS OR CROWN LANDS, has been amended, effective January 1, 1972, to provide that the Minister will reimburse the board concerned for the full cost of education for such a ward. Accordingly such a pupil should be listed in the Register of Daily Attendance as a pupil for whom fees are receivable from the Minister of Education in the same manner as pupil number 27 on the Specimen Page in the 1971-72 Register of Daily Attendance.

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2. CANADA'S 28th ANNUAL NATIONAL HEALTH WEEK - MARCH 12-18, 1972

Canada's National Health Week, sponsored by the Health League of Canada, is being held from March 12-18, 1972, for the 28th consecutive year. National Health Week is conducted in cooperation with the Departments of Health and Education throughout Canada. The objective of the Health League, the Canada Citizens' Committee for the World Health Organization, is to assist in improving the standard of health, thereby preventing unnecessary illness. It also stresses the importance of both individual and group efforts in promoting the physical, mental, and moral health of Canadians.

The particular concern of the Health League this year is the increase in the incidence of venereal disease among the younger age groups, a concern which is shared by the Department of Education. School Health courses which deal with venereal disease stress the dangerous effects and highly communicable nature of the disease, and should also give the student the opportunity to appreciate the fact that the circumstances under which the disease is transmitted are related directly to issues that have moral as well as physical implications. While the school cannot make moral decisions for its students, it should encourage young people to make mature and moral judgments, especially in areas which affect the well-being of the whole community.

3. QUALIFICATIONS OF TEACHERS OF SWIMMING

The winter and summer programs in Physical Education at the Colleges and Faculties of Education include courses leading to the Ontario Teachers' Aquatic Standard, and several Colleges administer requalification tests for the O T A S in cooperation with school boards. The letter of requalification issued by a College or Faculty of Education states the date on which the requalification test was administered. It is the responsibility of school officials to ensure that their records regarding the qualifications of teachers of swimming are kept up-to-date and that these teachers are required to attend seminars at regular intervals on safety procedures and to take requalification as considered necessary by supervisory officials in view of the nature of the teacher's duties.

In normal school pool situations (21-50 bathers) the Regulation made under The Public Health Act (Ontario Regulation 113/71) requires two people to be on duty in the pool, an instructor and a lifeguard. It will be understood that when a teacher is both instructor and lifeguard in a class of 1-20 bathers, he must hold lifeguard qualifications as outlined in the Regulation named above and adhere to the requirements of any "lifeguard certificate" which he holds.

J. F. Kinlin,
Assistant Deputy Minister.

February 17 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: DEPARTMENTAL SUMMER COURSES, 1972

1. Please bring this information to the attention of teachers.

2. If the number of qualified applicants is sufficient, the following courses will be offered. All courses begin on Monday, July 3, and end on Friday, August 4, except where otherwise indicated.

Art: Elementary and Intermediate Part 1 - at Barrie, Listowel, Smiths Falls and Toronto
Intermediate Part 2, Specialist and Supervisor's - at Toronto
Refresher - (See Short Courses, Page 2)
Arts - Integrated: at Toronto
Childhood Education: in Great Britain
Community School Development: at Toronto
Consumer Studies Seminar: (See Short Courses, Page 2)
Elementary Mathematics (Grades 1 to 6): at Sarnia
Elementary School Librarians:
Elementary - at Peterborough, St. Thomas and Toronto
Intermediate Part 1 and Intermediate Part 2: at Toronto
Elementary School Principals' Course: (See Principals' Course, Page 2)
Elementary Science (Grades 1 to 6): at Hamilton and Owen Sound
Elementary Social Studies (Grades 1 to 6): at Hamilton, Sault Ste. Marie and Woodstock
French Conversation Intensive Summer Course: at Compton, Quebec
Guidance: (See NOTE 5, Page 3)
Seminars (See Short Courses, Page 2)
Integrated Studies: at Ottawa, Stratford and Timmins (in English and French)
Junior Environmental Studies: at Brantford
Language Arts: at Cobourg, Sudbury and Thunder Bay
Learning Materials Methodology: at Pembroke and Toronto
Man, Science, and Technology Seminar: (See Short Courses, Page 2)
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B and Supervisor's - at Toronto (mornings)

Vocal (for Secondary Schools) Intermediate Type A, Parts 1 and 2, and Specialist - at Toronto (mornings)

Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B and Supervisor's - at Toronto (afternoons)

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Instrumental (for Secondary Schools) Intermediate Type A, Parts 1 and 2, and Specialist - at Toronto (afternoons)

Refresher - (See Short Courses, Page 2)

Workshop - (See Short Courses, Page 2)

Physical and Health Education: (See NOTE 5, Page 3)

Primary Education, Supervisor's: at Toronto

Primary Methods: Parts 1 and 2 - at Belleville, Chatham, North Bay, Ottawa, St. Catharines and Toronto

Principals' Course: Elementary School, and Secondary School, Second Session - at Queen's University, Kingston; University of Western Ontario, London; and York University, Toronto (July 3 to July 28)

Elementary School, and Secondary School, First Session - at Laurentian University, Sudbury; Trent University, Peterborough; and University of Waterloo, Waterloo (July 10 to August 4)

Program Development Seminar: (See Short Courses, Page 2)

Special Education: Elementary - at Cornwall, Kitchener and Toronto

Intermediate and Specialist - at Toronto

Teaching Trainable Retarded Children: Elementary and Intermediate - at Toronto

Teachers of Indian Children: at Peterborough

Teaching English as a Second Language: (First Course only) - at Toronto

Seminar - (See Short Courses, Page 2)

Teaching French to English-speaking Pupils in Elementary Schools: First Summer of Regular Course only - at Toronto

Teaching Trainable Retarded Children: (See Special Education)

World Religions Seminar: (See Short Courses, Page 2)

SHORT COURSES

Art Refresher: at Toronto (July 3 to July 19), (July 20 to August 4)

Consumer Studies Seminar: at Toronto (August 21 to August 25)

Guidance Seminars: Ottawa area (July 10 to July 14), London (August 21 to August 25)

Man, Science, and Technology Seminar: at Toronto (August 21 to August 25)

Music: Vocal and Instrumental Music Refresher - at Toronto (choice of dates during the regular period of July 3 to August 4 can be arranged by writing to Mr. L. G. Queen, Assistant Superintendent, Curriculum Branch, 15th Floor, Mowat Block, Queen's Park, Toronto 182)

Vocal and General Music Workshop for teachers of the Intermediate Division - at Geneva Park, Lake Couchiching (August 27 to August 31)

Program Development Seminar: at Elliot Lake (July 31 to August 11)

Teaching English as a Second Language Seminar: at Toronto (August 28 to September 1)

World Religions Seminar: at Toronto (August 21 to August 25)

3. FEES

(a) The following is the schedule of fees for 1972 Department of Education summer courses: for A FIVE-WEEK COURSE $100.00; A FOUR-WEEK COURSE $80.00; A THREE-WEEK COURSE $60.00; A TWO-WEEK COURSE $40.00; AND A ONE-WEEK COURSE $20.00. The fee for the combined Vocal and Instrumental Music Courses is $200.00.

(b) A late fee of $15.00 will be charged on each application delivered to the Department of Education after May 5 or mailed to the Department in an envelope having a postmark after May 5 (June 16 for August courses). No assurance can be given that applications will be considered if they are received after these dates.

(c) A certified cheque or money order for the required fee, payable to the Treasurer of Ontario must accompany each application.

4. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied Part I of the 1972 booklet entitled PROFESSIONAL SUMMER COURSES FOR TEACHERS which, along with application forms, will be mailed to all schools on or about March 15.

5. Note re Guidance Courses and Physical and Health Education, Type B, courses

GUIDANCE summer courses and PHYSICAL and HEALTH EDUCATION, TYPE B, summer courses for Departmental Credit which were conducted formerly by the Department of Education will be offered during the summer of 1972 by the institutions listed below. Candidates interested in the Guidance and Physical and Health Education, Type B, summer courses should consult Part 2 of the 1972 booklet referred to in #4 above or write directly to the College or Faculty of Education concerned:

Associate Registrar,
Althouse College of Education,
The University of Western Ontario,
London, Ontario.

The Registrar, Faculty of Education,
Duncan McArthur Hall,
Queen's University,
Kingston, Ontario.

The Registrar,
The College of Education,
University of Toronto,
371 Bloor Street West,
Toronto 5, Ontario.

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French-speaking candidates should write to:

Associate Dean,
Teacher Education Section,
Faculty of Education,
University of Ottawa,
Ottawa, Ontario.

6. Other courses offered in the French language

In addition to the courses mentioned above which will be conducted in French by the Department of Education, the University of Ottawa will be offering the following courses in French for French-speaking teachers:

Elementary School Librarians: Elementary and Intermediate, Parts 1 and 2
English as a Second Language: Part 1
French as a Second Language: Parts 1 and 2
Primary Methods: Parts 1 and 2
Special Education: Elementary

Candidates interested in such courses should write directly to:

Associate Dean,
Teacher Education Section,
Faculty of Education,
University of Ottawa,
Ottawa, Ontario.

J. F. Kinlin,
Assistant Deputy Minister.

February 18, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

1971-72: 21
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTENSIVE COURSE FOR DEVELOPING THE FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY), TO BE OFFERED DURING THE SUMMER OF 1972.

From July 3 - August 4, 1972, the Department of Education will again offer a special course at Compton, Quebec, approximately 12 miles southeast of Sherbrooke. The course for developing fluency in French will be open to teachers qualified to teach in the elementary or secondary schools of Ontario.

Nature of the Course

An intensive program, offered at different achievement levels, will include classes in French conversation, methodology, culture and civilization, and linguistics. A staff of highly-qualified French-speaking teachers, living in residence with the course members, will help to create a truly French atmosphere and to provide opportunities for course members to extend their command of the spoken language. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully-planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

The facilities of King's Hall, a private school in Compton, including modern residential accommodation, classrooms, language laboratory, lounges, library, gymnasium, swimming pool, tennis courts and spacious grounds, will be at the disposal of course members.

Fees and living accommodation

The total cost of the course is $339.25 which includes tuition fees of $100.00 and living accommodation and board at $7.25 per day for thirty-three days. Accommodation will be provided for approximately 120 teachers chosen from the staffs of elementary and secondary schools. Course members will be required to live in residence (double occupancy rooms) and to undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

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Questionnaires

Each teacher recommended by his principal and interested in taking the course is required to complete a questionnaire, available from the principal of his school.

The completed questionnaire is to be returned by March 24 to the course director, Mr. R. E. Schatz, Program Consultant Region 8, Ontario Department of Education, Suite 3201, 2025 Sheppard Avenue East, Willowdale, Ontario.

When the questionnaires have been processed, an application form, and a sheet requesting further information, will be sent to each teacher eligible for course membership. Both should be completed and returned to the address indicated at the top of the application form.

Registration

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.

J. F. Kinlin,
Assistant Deputy Minister.

February 18, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MAR 3 1972
ONTARIO INSTITUTE
STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: CERTIFICATION OF TEACHERS FOR ELEMENTARY AND SECONDARY SCHOOLS

The following information concerning the certification of teachers is provided in response to requests for clarification.

It is the responsibility of the principal to see that each person on the teaching staff of his school has a certificate or authorization for the position he holds, or that the board has been given authority by the Department of Education to employ the person. A Letter of Permission is valid only for one school year.

1. If a person does not have a certificate, or if a board has not been granted a Letter of Permission, the position is to be advertised immediately, three times, in a newspaper having a provincial circulation. If the board is not able to obtain the services of a teacher who holds a certificate qualifying him for the position, it may follow the regular procedures in applying for a Letter of Permission for an unqualified person. A person is considered qualified when he holds a certificate valid for the position for which he is employed.

2. If a teacher holds a Temporary Secondary School Certificate, a principal should assure himself that this Certificate was issued in 1971. A Temporary Secondary School Certificate is valid only for the school year for which it is issued.

3. Principals and other school officials are reminded that a teacher who holds:

(a) a Letter of Standing (Renewable) valid in a secondary school; or

(b) an Interim Commercial-Vocational Certificate, Type B; or

(c) a permanent elementary school teaching certificate, and who has completed the Special Program in Girls' Physical and Health Education,

must complete the university courses required or be considered unqualified for teaching in a secondary school.

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4. An Interim Commercial-Vocational Certificate, Type B, will not be extended beyond its five-year period of validity.

5. In case of an emergency, a board may appoint an unqualified person as a teacher for a period not exceeding two weeks. If the board seeks to engage an unqualified person for a period exceeding two weeks, it must follow the regular procedures in applying for a Letter of Permission.

6. The principal is asked to urge any person on his staff who has completed some teacher training but who has a deficiency which must be overcome before he may qualify for a certificate to make an effort to overcome the deficiency as soon as possible.

7. In view of the number of teachers who will qualify for certificates at teacher-training institutions this year, it is expected that boards will be able to employ qualified teachers for most positions and that there will be very few applications for Letters of Permission either for elementary or secondary schools. It would be advisable for officials to inform persons whom they are presently employing on Letters of Permission to obtain full certification by September 1, 1972.

8. Each person who expects to be qualified by September 1, 1972, may be tentatively engaged by a board for the 1972-73 school year, but if he fails to obtain certification he will be considered unqualified, and his position will have to be advertised as soon as his results are known.

Questions on any other matters related to the Certification of Teachers may be directed to the Registrar, Department of Education, or to the Regional Office.

J. F. Kinlin,
Assistant Deputy Minister.

February 21, 1972.

For Departmental Use

QUESTIONNAIRE

DEPARTMENT OF EDUCATION

INTENSIVE FRENCH CONVERSATION SUMMER COURSE

NOTE: Complete this questionnaire if interested in attending the above course. The course is NOT designed for teachers whose first language is French.

1. Name Mr. / Mrs. / Miss ..... (Surname) ..... (Given Names)
   Those belonging to Religious Orders include religious names

2. Social Insurance No. .....

3. Name of Basic Certificate .....No. of Cert. ..... Year .....

4. Home Address ..... (Street and number) ..... (town or city)

5. Name of School ..... Elem. ☐ Sec. ☐

6. Address of School..... (Street and number) ..... (town or city)

7. Number of years of experience (as of June 1972)

	Elem.	Sec.
(a) as a teacher	☐	☐
(b) as a teacher of French	☐	☐

8. Check the answers which apply

   (a) I have a B.A. degree ☐
   (b) I have credit for Grade 13 French ☐
   (c) I am teaching French in 1971-72 ☐
   (d) I expect to teach French in 1972-73 ☐
   (e) I have taken this course in a previous summer ☐

9. Recommended by .....(Principal of present school)

10. This is NOT an application form. Send no cheque at this time.

11. Return carefully completed questionnaire as soon as possible and no later than March 24 to:

Mr. R. E. Schatz,
Program Consultant Region 8,
Ontario Department of Education,
Suite 3201, 2025 Sheppard Avenue East,
Willowdale, Ontario.

NOTE: Candidates who are accepted will receive an information sheet and application form which is to be completed and returned with the course fee.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PROFESSIONAL DEVELOPMENT PROGRAMS FOR CANADIAN TEACHERS, ANNOUNCED BY THE EMBASSY OF FRANCE.

The Cultural Attaché for the Embassy of France has announced that 25 Ontario teachers of French as a second language will be given the opportunity to enrol in two professional development programs as part of the cultural and educational exchange program with France.

The professional development program for 15 secondary school teachers of French as a second language will be held in Tours for 4 weeks in August. There will be approximately twenty-five hours per week of instruction in pronunciation, the teaching of literature, translation and pedagogy. A similar course of three weeks' duration for 10 elementary school teachers of French as a second language will be held in La Rochelle in August.

Each applicant chosen to enrol in this program will be awarded free tuition and a scholarship of 1000 francs (approximately $196.00) by the French Government, which should cover the cost of food and lodging. Travelling expenses will be the responsibility of the participants.

Copies of the form which should be completed by applicants are enclosed. Interested teachers should forward completed forms, as soon as possible and no later than April 7, 1972 to the following address:

Ontario Department of Education
Mowat Block, Room 1523
Queen's Park
Toronto 182, Ontario

J. F. Kinlin,
Assistant Deputy Minister.

February 25, 1972.

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STAGE DE PERFECTIONNEMENT POUR PROFESSEURS

ETRANGERS DE FRANCAIS

MINISTERE DES AFFAIRES ETRANGERES

---

photographie, petit format

NOM et Prénom (M., Mme, Mlle) .....

Nationalité .....

Date et lieu de naissance .....

Adresse: Rue: .....
Localité: .....
Pays: .....

Dans quel genre d'établissement enseignez-vous?
Donnez-en le nom et l'adresse.

- Primaire (Grades 1 à 8) .....
- Secondaire (Grades 9 à 13) .....
- Supérieur .....
- Autre .....

Depuis quand? .....

Formation:

1. - Diplômes universitaires
Obtenus .....
.....
En préparation .....
.....

2. - Certificats d'enseignement
Titre et numéro .....
.....

3. - Travaux personnels .....
.....

4. - Formation spécialisée .....
.....

(verso)

- Avez-vous déjà suivi des stages? .....
- Où ..... Quand .....

- Nature de ces stages:*
  - pédagogie
  - littérature
  - civilisation
  - méthodes nouvelles

- Séjour en France:

  Où ..... Date et durée? .....
  .....

Pour quelles raisons souhaitez-vous suivre un stage en France?

- améliorer votre connaissance de la langue

- mieux connaître la France contemporaine

- vous initier ou vous perfectionner dans les méthodes nouvelles d'enseignement du français

Veuillez répondre en français en quelques lignes.

A.....le.....

* Rayer les mentions inutiles

Faire parvenir ce formulaire avant
le 7 avril 1972 à:

Ontario Department of Education
Mowat Block, Room 1523
Queen's Park, Toronto 182

- Avez-vous déjà suivi des stages? .....
- Où ..... Quand .....

- Nature de ces stages:*
  - pédagogie
  - littérature
  - civilisation
  - méthodes nouvelles

- Séjour en France:

  Où ..... Date et durée? .....
  .....

Pour quelles raisons souhaitez-vous suivre un stage en France?

- améliorer votre connaissance de la langue

- mieux connaître la France contemporaine

- vous initier ou vous perfectionner dans les méthodes nouvelles d'enseignement du français

Veuillez répondre en français en quelques lignes.

A.....le.....

* Rayer les mentions inutiles

Faire parvenir ce formulaire avant
le 7 avril 1972 à:

Ontario Department of Education
Mowat Block, Room 1523
Queen's Park, Toronto 182

STAGE DE PERFECTIONNEMENT POUR PROFESSEURS

ETRANGERS DE FRANCAIS

MINISTERE DES AFFAIRES ETRANGERES

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photographie, petit for

NOM et Prénom (M., Mme, Mlle) .....

Nationalité .....

Date et lieu de naissance .....

Adresse: Rue: .....
Localité: .....
Pays: .....

Dans quel genre d'établissement enseignez-vous?
Donnez-en le nom et l'adresse.

- Primaire (Grades 1 à 8) .....
- Secondaire (Grades 9 à 13) .....
- Supérieur .....
- Autre .....

Depuis quand? .....

Formation:

1. - Diplômes universitaires
Obtenus .....
.....
En préparation .....
.....

2. - Certificats d'enseignement
Titre et numéro .....
.....

3. - Travaux personnels .....
.....

4. - Formation spécialisée .....
.....

(verso)

Ontario Department of Education

Mowat Block Queen's Park
Toronto 182
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SCHOOL RECORD SYSTEM

Certain changes have been incorporated in the Ontario School Record system as the result of a review initiated in March, 1970. At that time, a representative committee of school and Department of Education personnel met over a period of several months to consider school record-keeping practices and needs. A pilot project was introduced in September, 1971, in four schools. Representatives of these schools have met during the past several months to consider the implications of the changes proposed by the committee within the school setting. In addition, opinions and suggestions have been sought from the educational community throughout the province.

The revised OSR system will enable the schools to describe in detail the program followed by each student. The permanent forms are designed to be a transcript of achievement, and thus will provide a personal description of the diploma for each graduate.

The Minister of Education will introduce legislation that will provide for changes in the Ontario School Record system to be fully effective by September, 1973. An important characteristic of the new system will be the need for students and parents to become familiar with the system. The changes will guarantee the right of access to the OSR by students and their parents. Students who have reached the age of majority and parents will have the right to challenge the information stored in the folder and the right to appeal the information placed on the permanent forms. In addition, greater safeguards will be introduced to ensure the privileged nature of the information collected about each student.

Sample copies of a preliminary draft of the new forms have been widely distributed. The final version, in sufficient numbers for all students, will be forwarded to the schools in June, 1972; schools may begin to transfer the information to the new forms at that time. Manuals will be included in the distribution. An extra supply of forms and manuals will be available at Regional Offices of the Department for use with parents and other interested community groups.

J. F. Kinlin
Assistant Deputy Minister

February 29, 1972

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE CARTER SCHOLARSHIPS

The Minister of Education desires to announce that under the Will of the late J. I. Carter, of Sarnia, provision has been made for continuing the award of Scholarships in each of the twenty-five Counties named below on the basis of the following conditions.

1. (a) Six credits at the Secondary School Honour Graduation Diploma level, including at least one credit in each of English and Mathematics, will be considered in determining a candidate's aggregate. Not more than three credits will be counted in any one subject area.

(b) Only credits at the Secondary School Honour Graduation Diploma level of the current year shall be considered.

(c) The candidate shall obtain 60 per cent or better in at least two courses.

(d) Marks obtained on failed papers and marks obtained at the summer schools shall not be considered.

(e) A mark obtained at a Conservatory of Music in lieu of approved courses in Music towards the Secondary School Honour Graduation Diploma shall not be counted.

2. Scholarships shall be open for competition in each of the Counties named below by all the pupils of all the secondary schools of the provincial system in that County, including those in cities and towns separated from the County but geographically within the limits of such County, except as otherwise hereinafter provided in the case of the County of York and the City of Toronto:

(1) Brant, (2) Bruce, (3) Elgin, (4) Essex, (5) Grey, (6) Haldimand, (7) Hastings, (8) Huron, (9) Kent, (10) Lambton, (11) Lanark, (12) Leeds and Grenville, (13) Middlesex, (14) Ontario, (15) Oxford, (16) Perth, (17) Renfrew, (18) Simcoe, (19) Waterloo, (20) the United Counties of Stormont, Dundas and Glengarry, (21) the former County of Welland, (22) Wellington, (23) Wentworth, (24) the County of York, exclusive of the City of Toronto, (25) the City of Toronto, which for this purpose shall be treated as a separate County.

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3. No candidate shall be eligible for any of these Scholarships who has not attended one of the secondary schools of the provincial system in the Counties named during the full school year 1971-72.

4. No candidate who has been awarded one of these Scholarships shall be eligible to compete for a subsequent award of this Scholarship.

5. (a) Awards of $100.00, $60.00, and $40.00 will be made by the Board of Education for each of the following jurisdictions to the student who obtains the highest, second highest, and the third highest aggregates respectively.

(1) Brant, (2) Bruce, (3) Elgin, (4) Grey, (5) Haldimand, (6) Hastings, (7) Huron, (8) Kent, (9) Lambton, (10) Lanark, (11) Leeds and Grenville, (12) Ontario, (13) Oxford, (14) Perth, (15) Renfrew, (16) Simcoe, (17) Waterloo, (18) the United Counties of Stormont, Dundas and Glengarry, (19) the former County of Welland, (20) Wellington, (21) the City of Toronto.

(b) One award of $100.00 will be made by each of the County Boards of Education for Essex, Middlesex, and Wentworth to the student who obtains the highest aggregate.

(c) One award of $100.00 will be made by each Board of Education for the Cities of Hamilton, London, and Windsor to the student who obtains the highest aggregate.

(d) One award of $33.00 will be made by each of the six Boards of Education in the County of York, namely, East York, Etobicoke, North York, Scarborough, York, York County, to the student who obtains the highest aggregate.

6. Each principal of a secondary school in the Counties referred to in Section 5 is requested to forward to the Director of Education for the Board of Education in the County or Municipality concerned, the names and standing of students who are to be considered for the award to be given at the Secondary School Honour Graduation Diploma level, June 1972.

7. The Directors of Education for the Boards of Education concerned should forward the names of the winners to the Registrar, Department of Education, Mowat Block, Queen's Park, Toronto 182, who will make arrangements to have cheques for the winners forwarded to the Directors of Education.

J. F. Kinlin,
Assistant Deputy Minister.

March 14, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. 1972 PURCHASING OF TEXTBOOKS
2. PREFIX CHANGE IN TELEPHONE NUMBERS, EFFECTIVE MARCH 20, 1972, DEPARTMENT OF EDUCATION, MOWAT BLOCK, QUEEN'S PARK
3. PROVISION FOR TYPE A CERTIFICATION IN ANTHROPOLOGY
4. REF. MEMORANDUM 1971-72:19 QUALIFICATIONS FOR TEACHERS OF SWIMMING
5. ELECTRICAL HAZARD

1. 1972 PURCHASING OF TEXTBOOKS

It has been brought to our attention that there is a possibility that some school boards may be deferring their 1972 purchasing of textbooks in the belief that the final report of the Royal Commission on Book Publishing will be brought down shortly, thereby affecting their buying decisions.

The Chairman of the Royal Commission has advised that the final report will probably not be available until May at the earliest.

Therefore, in the 1972 purchasing of textbooks, school boards should in no way be impeded by any anticipated recommendations by the Royal Commission on Book Publishing.

To ensure an adequate supply of textbooks in time for the opening of school in September, it is recommended that orders be forwarded to the publishers by the end of April, 1972.

2. PREFIX CHANGE IN TELEPHONE NUMBERS, EFFECTIVE MARCH 20, 1972, DEPARTMENT OF EDUCATION, MOWAT BLOCK, QUEEN'S PARK

Effective March 20, 1972, the prefix for all telephone numbers of personnel in the Department of Education, Mowat Block, Queen's Park, will be 965 in place of the previous 365. For example, if the present number is 365-1234, the new number will be 965-1234. The number of the main switchboard will be 965-1211 in place of the previous 365-1211.

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3. PROVISION FOR TYPE A CERTIFICATION IN ANTHROPOLOGY

The new requirements for Type A Certification were outlined in Memorandum 1970-71:51, dated June 29, 1971. To the specialist fields listed in paragraph 2 of page 2 of this Memorandum, Anthropology has been added, effective immediately.

For any further information concerning admission requirements a candidate should write to the dean of the college or faculty of education that he is interested in attending.

4. REF. MEMORANDUM 1971-72:19 QUALIFICATIONS FOR TEACHERS OF SWIMMING

With reference to the last sentence of paragraph one, item 3, on page 2 of the above memorandum, kindly add to the end of the sentence the omitted phrase "or by the agencies listed in Regulation 113/71".

5. ELECTRICAL HAZARD

The supervising Electrical Inspection Engineer for Ontario Hydro has pointed out several very hazardous electrical experiments that appear in the UNESCO publication, Source Book for Science Teaching, which is used as a reference in some schools. He referred particularly to pages 184, 185, 186 and 187 which describe experiments utilizing a 120 volt supply.

His recommendation was that these experiments be removed from the book because they employ apparatus and/or techniques that are contrary to the Electrical Safety Code for Ontario.

Teachers who use this publication as a source book are asked to follow the above recommendation.

J. F. Kinlin,
Assistant Deputy Minister.

March 15, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MAR 20 1972
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: CERTIFICATION OF ELEMENTARY AND SECONDARY SCHOOL LIBRARIANS

Until now a distinction has been made in the library certificates available to qualified elementary and secondary school teachers whose academic and library education have been essentially similar. The purpose of the following changes in certification regulations is to make the Specialist Certificate in School Librarianship available to all teachers with similar academic and library background regardless of the panel for which their basic teaching certificate was originally issued.

Effective immediately a person who holds an Interim High School Assistant's Certificate, Type B or A, a Permanent High School Assistant's Certificate, a High School Specialist's Certificate, or an Interim or Permanent Elementary School Teacher's Certificate, Standard 4, and submits official evidence of a Bachelor of Library Science degree, or a Master of Library Science degree, approved by the Minister, and who has had one year of successful experience as a school librarian in Ontario subsequent to the date of the library science degree, certified by the Supervisory Officer concerned, will be granted a Specialist Certificate in School Librarianship upon application to the Registrar of the Department of Education.

Also effective immediately, a person who holds an Ontario Interim or Permanent Elementary School Teacher's Certificate, Standard 4, and an Intermediate Certificate for School Librarians, will be granted a Specialist Certificate in School Librarianship upon application to the Registrar of the Department of Education.

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Beginning in 1972 an elementary school teacher who holds an Interim or Permanent Elementary School Teacher's Certificate, Standard 4, and who successfully completes the third session of the course offered in Ontario for elementary school librarians will be granted a Specialist Certificate in School Librarianship. An Intermediate Certificate for School Librarians will continue to be granted to a teacher who holds an Ontario interim or permanent elementary school teaching certificate other than Standard 4, and who successfully completes the third session of the course offered for elementary school librarians.

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A Specialist Certificate in School Librarianship will continue to be granted to a person who holds an Interim High School Assistant's Certificate, Type B or A, a Permanent High School Assistant's Certificate, or a High School Specialist's Certificate and who successfully completes the third session of an approved course offered in Ontario for secondary school librarians.

J. F. Kinlin,
Assistant Deputy Minister.

March 16, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

1971-72:28
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. LETTERS OF PERMISSION - ELEMENTARY AND SECONDARY
2. SUBWAY TRAVEL SAFETY
3. CARTER SCHOLARSHIPS

1. (a) LETTERS OF PERMISSION - ELEMENTARY

Positions that are vacant and positions held in 1971-72 by persons without basic certification or persons who will not have full professional qualifications by September, 1972, must be advertised at least three times within the three months preceding July 1, in a newspaper with provincial circulation. If no qualified applicant is available by June 1, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold a basic elementary school teaching certificate.

(b) LETTERS OF PERMISSION - SECONDARY

Positions that are vacant and positions held in 1971-72 by persons without basic certification or persons who cannot obtain full professional qualifications by September, 1972, must be advertised by the board at least three times in a newspaper with provincial circulation. If no qualified teacher, or applicant who is willing and eligible to attend the first session of a summer program of secondary school teacher-training offered in 1972, is available by July 1, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold a basic secondary school teaching certificate.

Applications for Letters of Permission for persons who will be entering upon their duties on September 5, 1972, must be forwarded before the beginning of the new school year.

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2. SUBWAY TRAVEL SAFETY

It is urgent that schools provide warnings to students with respect to dangers associated with subway travel in Toronto or other cities they may visit. They should be cautioned, in particular, to avoid crowding near the edges of subway platforms and too near the trains.

3. CARTER SCHOLARSHIPS

Reference to the County of York in Memorandum 1971-72:25 should be amended as follows:

Section 2, lines 6 and 15 and Section 5, (d) line 2 - "the County of York" should read "the former County of York".

J. F. Kinlin,
Assistant Deputy Minister.

March 20, 1972.

Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REFERENCE MEMORANDUM 1971-72:23, PROFESSIONAL DEVELOPMENT PROGRAMS FOR CANADIAN TEACHERS, ANNOUNCED BY THE EMBASSY OF FRANCE

Memorandum 1971-72:23 has been amended to read as follows:

The Cultural Attaché for the Embassy of France has announced that 25 Ontario teachers of French as a first or second language will be given the opportunity to enrol in two professional development programs as part of the cultural and educational exchange program with France.

The professional development program for 15 secondary school teachers of French as a first or second language will be held in Tours for 4 weeks in August. There will be approximately twenty-five hours per week of instruction in pronunciation, the teaching of literature, translation and pedagogy. A similar course of three weeks' duration for 10 elementary school teachers of French as a first or second language will be held in La Rochelle in August.

Each applicant chosen to enrol in this program will be awarded free tuition and a scholarship of 1000 francs (approximately $196.00) by the French Government, which should cover the cost of food and lodging. Travelling expenses will be the responsibility of the participants.

Copies of the form which should be completed by applicants are enclosed. Interested teachers should forward completed forms, as soon as possible and no later than April 28, 1972 to the following address:

Ministry of Education, Ontario,
Mowat Block, Room 1523,
Queen's Park,
Toronto 182, Ontario.

J. F. Kinlin,
Assistant Deputy Minister.

April 7, 1972.

STAGE DE PERFECTIONNEMENT POUR PROFESSEURS

ETRANGERS DE FRANCAIS

MINISTERE DES AFFAIRES ETRANGERES

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photographie, petit format

NOM et Prénom (M., Mme, Mlle) .....

Nationalité .....

Date et lieu de naissance .....

Adresse: Rue: .....
Localité: .....
Pays: .....

Dans quel genre d'établissement enseignez-vous?
Donnez-en le nom et l'adresse.

- Primaire (Grades 1 à 8) .....
- Secondaire (Grades 9 à 13) .....
- Supérieur .....
- Autre .....

Depuis quand? .....

Formation:

1. - Diplômes universitaires
   Obtenus .....
   .....
   En préparation .....
   .....

2. - Certificats d'enseignement
   Titre et numéro .....
   .....

3. - Travaux personnels .....
   .....

4. - Formation spécialisée .....
   .....

(verso)

- Avez-vous déjà suivi des stages? .....
- Où ..... Quand .....

- Nature de ces stages:*
  - pédagogie
  - littérature
  - civilisation
  - méthodes nouvelles

- Séjour en France:

  Où ..... Date et durée? .....
  .....

Pour quelles raisons souhaitez-vous suivre un stage en France?

- améliorer votre connaissance de la langue
- mieux connaître la France contemporaine
- vous initier ou vous perfectionner dans les méthodes nouvelles d'enseignement du français

Veuillez répondre en français en quelques lignes.

A.....le.....

* Rayer les mentions inutiles

Faire parvenir ce formulaire avant
le 7 avril 1972 à:

Ontario Department of Education
Mowat Block, Room 1523
Queen's Park, Toronto 182

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: STUDENT SELF-HELP PROGRAM

During the summer of 1971, the Ontario Department of Labour offered a number of student enterprise programs in cooperation with local schools and student bodies. These programs consisted largely of determining short term jobs for which there was community demand and of assigning interested students to those jobs through a summer placement bureau run by the students themselves.

This year the responsibility for administering the program has been given to the Youth and Recreation Branch, formerly a unit of this Ministry and now in the Department of Community and Social Services. The intent of this letter is to advise you about the program and to solicit your response if you and the students in your school are interested in exploring the nature of the program in more detail.

The role of the Government in these programs is to provide information on the establishment of the bureau and some funds to assist in paying the coordinator's salary and administrative expenses. A coordinator of a student employment centre receives requests for casual work from individuals or businesses and makes these requests known to interested students.

Key to an understanding of the program is the self-help approach used in it. The success of the student-run business depends directly on the students' own efforts. Jobs vary from gas station attendants to babysitting and from supermarket clerking to grass cutting. It should be noted that the program does not conflict with any commercial interests.

In addition, activities such as candle-making, macramé, and boxloom weaving could also be offered, as well as other programs to stimulate and involve the young people.

If the students in your school are interested in exploring the possibilities of this program in greater detail, please have them write directly to:

STUDENT SELF-HELP PROJECT,
Youth and Recreation Branch,
10th Floor, Mowat Block,
Queen's Park,
Toronto, Ontario.

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Since assistance can be provided for only 50 programs during this coming summer, an early indication of your students' interest would be appreciated.

J. F. Kinlin,
Assistant Deputy Minister.

April 7, 1972.

Ontario Department of Education

Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. CONTINUATION OF SUMMER PROGRAMS AT THE UNIVERSITY OF OTTAWA FOR THE PREPARATION OF FRENCH-SPEAKING TEACHERS FOR THE SECONDARY SCHOOLS OF ONTARIO
2. REF. MEMORANDUM 1971-72:28, LETTERS OF PERMISSION - ELEMENTARY
3. THE REPORT OF THE MINISTERIAL COMMISSION ON FRENCH LANGUAGE SECONDARY EDUCATION

1. CONTINUATION OF SUMMER PROGRAMS AT THE UNIVERSITY OF OTTAWA FOR THE PREPARATION OF FRENCH-SPEAKING TEACHERS FOR THE SECONDARY SCHOOLS OF ONTARIO

A board of education that, after advertising three times in a newspaper with provincial circulation, is unable to hire a certificated teacher for September 1972, may, on or after May 1, 1972, enter into a contract with a person who is qualified to attend one of the following summer programs:

1. The Mature Student Program

To this program may be admitted a candidate who

(a) holds an approved university degree with acceptable standing in at least two teaching options;

(b) has a contract from an employing board to teach academic subjects in a secondary school in Ontario during the school year 1972-73; and

(c) has reached his 26th birthday by September 1, 1972.

2. The Program for the Territorial Districts of Ontario

To this program may be admitted a candidate who

(a) holds an approved university degree with acceptable standing in at least two teaching options; and

(b) has a contract from an employing board to teach academic subjects in a secondary school in a Territorial District during the school year 1972-73.

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Both programs will consist of two consecutive summer sessions, initial and completing, of eight and seven weeks' duration respectively.

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A successful candidate in the initial session of either program will qualify for a Temporary Secondary School Certificate, valid until June 30, 1973, in the school in which the holder has signed a contract to teach.

On completion of a year of successful teaching, as certified by the director of education concerned, a candidate may return for the 1973 completing session.

A graduate of the completing session of the Mature Student Program will qualify for the Interim High School Assistant's Certificate, Type B.

A graduate of the completing session of the Program for the Territorial Districts will qualify for a Temporary Secondary School Certificate, Part 2, and, on completion of two years of successful teaching in a secondary school in the Territorial Districts, will qualify for the Interim High School Assistant's Certificate, Type B.

Enquiries and applications should be addressed to:

Le Secrétariat,
Formation des Enseignants,
Faculté d'Education,
Université d'Ottawa,
1245, avenue Kilborn,
Ottawa, Ontario,
K1N 6N5.

2. REF. MEMORANDUM 1971-72:28, LETTERS OF PERMISSION-ELEMENTARY

Sentence two of item 1 (a) of this Memorandum should read "If no qualified applicant is available by July 1, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold a basic elementary school teaching certificate."

3. THE REPORT OF THE MINISTERIAL COMMISSION ON FRENCH LANGUAGE SECONDARY EDUCATION

The Report of the Ministerial Commission on French Language Secondary Education is now available from the Ministry at $2.00 per copy. Orders should be sent to the Publications Office, Ministry of Education, 14th Floor, Mowat Block, Queen's Park, Toronto 182. A cheque, made payable to the Provincial Treasurer, should accompany each order.

J. F. Kinlin,
Assistant Deputy Minister.

April 10, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SCHOOL RECORD SYSTEM - 1972

The revised Ontario School Record system will be introduced into the schools during the school year 1972-73. This system will be fully effective by September, 1973. The changes are the result of extensive dialogue with teachers, principals and supervisory officers, as well as with students and parents.

The May/June issue of New Dimensions will include an article related to the rationale, development, and historical background of the Ontario School Record system.

The Government of Ontario will introduce legislation to provide for changes in the OSR system. There will be greater safeguards to ensure the privileged nature of the information collected by the school, as well as legislation guaranteeing the availability of the OSR to students and their parents.

One copy of the student record folder, student achievement form, and manual of instructions will be mailed to each principal early in May. This mailing will include a brochure providing suggestions for implementation. In early June, each school will receive copies of the student record folder and related material. The number of copies sent to each school will be based on the September, 1971, enrolment of students. These materials will be distributed at no cost to the schools. Since these folders will be received in the school before the end of the school year, it is suggested that the new folder be used for all new registrants, such as those entering kindergarten or the first year in secondary school.

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J. F. Kinlin,
Assistant Deputy Minister.

April 14, 1972.

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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ARTARIO '72

The Province of Ontario Council of the Arts has for a number of years helped to develop resources in the field of the arts for our schools. One of the projects which it is sponsoring this year is Artario '72.

A collection of contemporary sculpture and prints, called Artario '72, is being produced industrially, as unsigned objects or multiples. Twenty-one artists living in Canada, and almost all in Ontario, are represented in the display. The complete exhibition package includes the collection of art, study guides, and specially designed fold-up display pedestals. Through this exhibition the Arts Council hopes to introduce students across the Province to some of the colour, excitement, and quality of Canadian art.

In order to emphasize the Provincial nature of this project, subscribing schools and other institutions are being asked to participate in a simultaneous opening of the exhibition on October 12, 1972. If enough schools participate, there is a possibility that this will be the largest simultaneous exhibition in the world.

Kits containing complete information regarding this project and the cost of the exhibition package are in preparation. They will be mailed in the near future to all schools in the Province. For further information write to:

Artario '72,
Ontario Arts Council,
151 Bloor Street, West,
Toronto 5, Ontario.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

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April 20, 1972.

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Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

RE: 1. ENROLMENT FOR SEPTEMBER SCHOOL REPORT
2. X-RAY PRODUCING DEVICES

1. ENROLMENT FOR SEPTEMBER SCHOOL REPORT

According to section 1 of THE SCHOOLS ADMINISTRATION ACT, average daily enrolment for a calendar year is calculated by using the number of pupils registered for full-day or half-day attendance on the last school day of each of the months of January, April and September.

In September, 1971, principals were asked on the Principals' September Report to report the enrolment on the last school day of September. It is expected that the 1972 School September Report, however, will require the enrolment by resident and non-resident pupils on the last school day of January, April and September, 1972 since the information is to be used for legislative grant purposes. Principals are asked to refer to the previous report and to ensure that the enrolment for January and April is readily available before the end of the current school year for ease of reference in September.

2. X-RAY PRODUCING DEVICES

A recent survey conducted by the Department of National Health and Welfare, Ottawa, of radiation hazards arising from the use of X-ray producing devices in schools, revealed that high levels of radiation may be emitted when these devices are used at even the minimum voltages required to observe the phenomenon under study. The devices which proved to be the most hazardous were the following:

Cold Cathode X-ray Tubes
Heat Effect Tubes
Magnetic or Deflection Effect Tubes
Shadow or Fluorescent Effect Tubes
Vacuum Effect Tubes.

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Although the usual short period of operation of these devices reduces the probability of radiation injury to an individual, schools are advised to observe the following procedures when using such devices:

1. The device should be operated only under the immediate supervision of the science teacher;

2. No part of the students' or teachers' bodies should be exposed to direct X-ray flux;

3. The device should be operated at the lowest voltage required to observe the phenomenon under study and for the briefest time required for adequate observation. It is expected that less than one minute of continuous operation would be necessary for most demonstrations;

4. Examination of the parts of the device should be conducted only when the power supply to the device is switched off. When the power is turned on, students should withdraw a distance of a few feet to avoid direct and scattered radiation;

5. Most of the scattered radiation produced by X-ray tubes can be avoided by covering the tube before it is energized with a box lined with 1/32 inch thick lead sheet. A suitable window provided in the box will allow the X-rays produced to escape in the desired direction in order to impinge upon the test object.

School boards are reminded that under THE PUBLIC HEALTH ACT, Ontario Regulation 29/69, owners of X-ray machines, defined as electrically-powered devices, the principal purpose and function of which is the production of X-rays, are required to register with the Ministry of Health, Ontario.

G. H. Waldrum,
Assistant Deputy Minister.

April 28, 1972.

MINISTRY OF EDUCATION, ONTARIO

22nd Floor
Mowat Block, Queen's Park
Toronto 182
Ontario

Telephone 416 ~~965~~ 965-7025

Memorandum.
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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

A Ministry of Education Task Force examining the role of the Ministry's Regional Offices will hold Public Hearings throughout the Province during the month of June.

The Task Force is to examine the relationship of the Ministry to the school boards directly and through the Regional Office structure. The major emphasis of this study will be centred upon developing a clear definition of educational services to be provided by the Ministry with respect to elementary and secondary education.

These Public Hearings will be held in the following Regional Office Centres:

Thunder Bay	Faculty of Education, Lakehead University	June 6
Sudbury	Sudbury Teachers' College, Laurentian University	June 8
Kingston	McArthur College of Education, Queen's University	June 13
Ottawa	Faculty of Education, University of Ottawa	June 14-15
London	London Teachers' College	June 20
Waterloo	University of Waterloo, Math & Computer Building	June 21
St. Catharines	College of Education, Brock University	June 22
North Bay	North Bay Teachers' College	June 27
Toronto	Macdonald Block, Queens Park	June 28-29

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Written submissions and briefs are welcomed by the Task Force. Oral submissions are also acceptable. The deadline for written submissions is May 31. Those interested in making submissions to the Task Force should request memoranda relating to the method of submission from:

The Secretary,
Organization Study Task Force,
Mowat Block, 22nd floor,
Queens Park,
Toronto 182, Ontario.

Telephone: 965-7025

E. E. Stewart
Deputy Minister of Education.

May 1, 1972.

Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
PRINCIPALS OF SECONDARY SCHOOLS

RE: CAMPING AND OUTDOOR EDUCATION PROGRAM FOR SECONDARY SCHOOL STUDENTS - AUGUST 14 to 25, 1972.

The Youth and Recreation Branch, Ministry of Community and Social Services, will offer a program for secondary school students at the Ontario Camp Leadership Centre at Bark Lake from August 14 - 25, 1972.

The purpose of this program is to provide a skill-training experience and is especially recommended for students without camping skills but who have an interest in camping and outdoor education. Applications from students who are 15 or 16 years of age, who have completed at least grade 10, and are able to swim 100 yards competently will be considered.

Instruction, meals and accommodation at the Centre are provided without cost. School boards sending representatives to the camp may be reimbursed for railroad and bus transportation costs in excess of $25.00 per representative. This payment will be made to the school board concerned upon submission of an official invoice.

Since enrolment is limited, interested, eligible students should complete application forms included with this memorandum and return them immediately to:

Youth and Recreation Branch,
Ministry of Community and Social Services,
12th Floor, Mowat Block,
Queen's Park,
Toronto 182, Ontario.

G. H. Waldrum,
Assistant Deputy Minister.

April 28, 1972.

Ref
70.9713
S9M

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MINISTRY OF EDUCATION, ONTARIO
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

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RE: ONTARIO SCHOLARSHIP PROGRAM - 1972
CONDITIONS OF AWARD

Academic Requirements

1. A student who, in June 1972, obtains standing with an aggregate of at least 480 marks in any approved Honour Graduation courses having a total value of six credits, as defined on page 11, Circular H.S.1, 1971-72, will qualify for this award without application, subject to the conditions outlined below.

2. The following conditions will apply in the calculation of the total of 480 marks required:

   (a) a candidate must be enrolled for the first time in a program which if completed will lead to a Secondary School Honour Graduation Diploma, and must in 1972 obtain standing in approved Honour Graduation courses totalling six credits or more,

   (If, because of semestering arrangements, or other special circumstances, principals feel that certain students are fully deserving of the award but are technically ineligible through failure to comply with this condition, then a full statement of the circumstances may be forwarded by the principal to the following address and further consideration will be given:

   Director of Student Awards,
   Ministry of Colleges and Universities,
   Mowat Block,
   900 Bay Street,
   Toronto 182, Ontario.)

   (b) a candidate's mark in any course valued at more than one credit will be the mark obtained multiplied by the credit value of the course,

   (c) where a candidate obtains standing in Honour Graduation courses totalling more than six credits, the highest marks, or portions thereof, will be used,

(over)

(d) a candidate who is enrolled for the first time in a program which if completed will lead to a Secondary School Honour Graduation Diploma may substitute, but not add, a maximum of two Honour Graduation credits obtained in a previous year. In this case, the credit definition on page 11 of Circular H.S.1, 1971-72, will be applied retroactively,

(e) standing in both French and Français will not be counted,

(f) standing in both English and Anglais will not be counted,

(g) a mark obtained at a Conservatory of Music in lieu of standing in Honour Graduation Music will not be counted.

3. The form which will be provided for the reporting of Honour Graduation marks to the Ministry of Education will contain a column for use in designating Ontario Scholars. Principals will indicate in the proper place on this form the students who qualify according to the conditions outlined above.

Awards

A successful candidate will receive an Ontario Scholar Diploma and an award of $150.

Payment of the Scholarship

The diploma and the cheque will be prepared and sent to the principal of the school which the successful student attended in the 1971-72 school year, as soon as possible after the standing has been verified.

J. F. Kinlin,
Assistant Deputy Minister.

May 2, 1972.

Ministry of Community and Social Services

TEACHER

ONTARIO CAMP LEADERSHIP CENTRE (BARK LAKE)

Application for Skill Improvement Course

August 26 - September 2, 1972

LEASE PRINT

. Mr.
Miss
Mrs. Surname _____ Given Names _____ Social Insurance Number _____

. Address: _____ Phone: ( ) _____
Number, Street Area Code

Town or City

. Name of School (in full) _____

. Address (in full) _____

. Number of years teaching experience (as of June 1972) _____

. Subject areas in which I wish instruction. Please check.

1. Canoeing ☐
2. Orienteering ☐
3. Campcraft ☐
4. Nature hiking ☐
5. Back-packing ☐
6. Natural crafts ☐
7. Rainy day programs ☐
8. Swimming ☐
9. Other(s) _____

. I am able to swim. Yes ☐ No ☐

. I understand that this course of instruction is at the basic level of skill learning.

(Signature) _____

THIS FORM ACCOMPANIED BY THE TOTAL FEE OF $40.00

to be returned to: Camping Skill Course
Youth and Recreation Branch
Ministry of Community and Social Services,
12th Floor, Mowat Block,
Queen's Park, Toronto 182.

MAKE CHEQUE PAYABLE to: Treasurer of Ontario

In order to obtain a refund, notification of cancellation must be received before the first day of the course.

FOR OFFICE USE ONLY

Fee Rec's _____
C CH MO
2nd Mailing _____
Arr. Ack. _____
Cancel _____

MINISTRY OF EDUCATION, ONTARIO

Mowat Block Queen's Park / Toronto 182 Ontario

1971-72:39
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: COURSE FOR TEACHERS: SKILLS IN CAMPING AND OUTDOOR EDUCATION - AUGUST 26 - SEPTEMBER 2, 1972

The Youth and Recreation Branch, now a unit of the Ministry of Community and Social Services, is offering at the Ontario Camp Leadership Centre at Bark Lake a program designed to give teachers of elementary or secondary schools practical sessions in skills of the out-of-doors. The camp is located east of Kinmount, Ontario, off highway No. 503.

The program will include instruction at a basic level in canoeing, camp craft (including planning, packing, tenting, cooking), orienteering, nature-lore, crafts, back-packing and hiking. Sessions will include interest groups, special events and campfires. An out-of-camp canoe trip under canvas will be offered. This is not a certificate course.

The total fee for the course is $40.00. All course participants will be expected to live in residence, and accommodation and all meals will be provided at the campsite.

Since the enrolment for this program is limited to 80, advance registration will be required. An application form, included with this memorandum, should be completed and returned immediately, accompanied by the fee, to the following address:

Youth and Recreation Branch,
Ministry of Community and Social Services,
12th Floor, Mowat Block,
Queen's Park,
Toronto 182, Ontario.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 4, 1972.

MINISTRY OF EDUCATION, ONTARIO
Mowat Block Queen's Park / Toronto 182 Ontario

1971-72:40
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA LEVEL STUDENT REGISTRATION, 1972-73.

In order that a student's results in the final year (Grade 13) of secondary school, the Ontario Student Award grants and loans, and relevant data for post-secondary institutions, may be dealt with expeditiously and accurately, a single uniform registration of all students who intend to receive instruction in one or more subjects towards the Secondary School Honour Graduation Diploma in 1972-73 will take place in September, 1972. At that time the Director, Education Records Branch, Ministry of Education, will send to the schools the appropriate registration forms upon which each student concerned will record his Social Insurance Number together with other information relating to the Ontario Student Aid Program, post-secondary intentions, etc.

It will be helpful, for identification purposes, if each of these students has a Social Insurance Number at the time of registration. The co-operation of the students is requested. However, it should be understood that no compulsion is involved and a registration form without a Social Insurance Number will be accepted next September from a student who objects to obtaining a Number.

To facilitate the acquisition of these Numbers, arrangements have been made with officials of the Unemployment Insurance Commission to mail to each secondary school and inspected private school a supply of application cards for Social Insurance Numbers. Those principals and guidance officials who have not already done so are requested to distribute them to all students who intend to take one or more Secondary School Honour Graduation Diploma level subjects in the school year 1972-73. Only those students who do not have Social Insurance Numbers should be asked to complete application cards.

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School officials are asked to forward completed application forms in bulk for processing to Mr. L. Ledoux, Chief, Central Index, Vanier Towers, 355 River Road, Vanier City, Ontario.

All requests for additional supplies of application cards and enquiries concerning Social Insurance Number procedure should be directed to Mr. L. Ledoux.

G. H. Waldrum,
Assistant Deputy Minister.

May 15, 1972.

THE MINISTRY OF EDUCATION, ONTARIO

1971-72:41
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: BURSARIES FOR TEACHERS OF FRENCH AS A SECOND LANGUAGE

The Ministry of Colleges and Universities has announced that teachers of French as a second language may make application for bursaries under the Conditions of Award enclosed. As stated, the aim of the bursary program is to improve the quality of French-language teaching in Ontario.

The Ministry of Education has been asked to circulate this information to Ontario teachers and to provide the further information that the deadline date for submission of applications to the Ministry of Colleges and Universities is June 15.

It will be noted that application forms may be obtained from:

Mr. D. S. Bethune,
Provincial Coordinator,
Director of Student Awards,
Ministry of Colleges and Universities,
Mowat Block - 8th Floor,
Queen's Park,
Toronto 182, Ontario.

Telephone: 965-5241

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 16, 1972.

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BURSARIES FOR SECOND-LANGUAGE TEACHERS

CONDITIONS OF AWARD

Aim

To improve the quality of French-language teaching in Ontario.

Eligibility

A Candidate must:

(a) be a Canadian citizen or landed immigrant

(b) hold a valid Ontario elementary or secondary school teacher's certificate.

(c) either be:

(1) admitted to one of the following professional summer courses as outlined in the Ministry of Education booklet "Professional Summer Courses for Teachers".

- French Conversation - Intensive Summer Course;

- The Teaching of French to English-speaking Pupils in Elementary Schools;

or

(11) admitted to a course at an eligible institution in Ontario or other province of Canada, to improve the quality of his proficiency in French. (Teachers are requested to contact the Ministry of Colleges and Universities for information of an institution's eligibility.)

Amount of Bursary

For a six week training period - $200.00
For a shorter training period - $35.00 per week.
Cheques for the total amount will be forwarded to the institutions, payable to the participant.

If the course is not completed, participants will be expected to repay the Province of Ontario in the amount of $35.00 per week not attended.

Application Forms - may be obtained from

Mr. D.S. Bethune,
Provincial Coordinator,
Director of Student Awards,
Ministry of Colleges and Universities,
Mowat Block -8th floor,
Queen's Park, Toronto 182.
Telephone 965-5241

Deadline Date for submission of applications to the Ministry of Colleges and Universities is June 15, 1972.

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MINISTRY OF EDUCATION, ONTARIO

1971-72:42
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. EDUCATIONAL TELEVISION PROGRAM GUIDES 1972-73
2. TEACHER RECORD CARDS

1. EDUCATIONAL TELEVISION PROGRAM GUIDES 1972-73

Principals are requested to ask teachers and school librarians to retain the educational television Program Guides now in the schools. In the interests of economy, guides currently in existence will not be reprinted in quantity. Many programs described in them, however, will be broadcast again in 1972-73. The guides you now have on hand, therefore, will be useful and should be retained.

In order to complete your library of guides from 1971-72, we are reprinting one set of guides for all schools that ordered guides for the 1971-72 school year. These will be sent to you automatically.

When new television series are broadcast for the first time, new Program Guides will be available provided there is sufficient request for them. Program Guides will contain only one series. Therefore a teacher will receive guides only for those series actually ordered.

A Prospectus of programs to be broadcast during the 1972-73 school year will be mailed to the schools in May. This Prospectus, as in past years, will contain a Principal's Request Card for Guides and Schedules. As stated above, guides will be produced only if there is a sufficient number of requests for them; therefore, it is most important that we hear from you.

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2. TEACHER RECORD CARDS

Memorandum No. A, 1968-69, September 16, 1968, introduced the revised Teacher's Record Card for general use by school boards for all teachers in publicly-supported day schools. Since January 1, 1969, most school boards have set up their own methods of record keeping and there is now no need for the Ministry to prepare and distribute a Teacher's Record Card.

It is suggested that each board set up its own dormant file of teachers who leave the profession for purposes other than retirement, in order that information will be available if the teacher re-enters the profession. If a Teacher's Record Card filed in the Ministry's dormant file is required, we shall be glad to forward it to the board upon request.

The prescribed use of the standardized Teacher's Record Card is discontinued. Memoranda No. A and No. C, 1968-1969, are revoked.

G. H. Waldrum,
Assistant Deputy Minister.

May 17, 1972.

MINISTRY OF EDUCATION, ONTARIO
Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE:
1. DIPLOMAS FOR SCHOOLS ORGANIZED ON PART A OF CIRCULAR H.S.1
2. DIPLOMAS FOR SCHOOLS ORGANIZED ON PART B OF CIRCULAR H.S.1
3. REQUIREMENTS FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA, 1972
4. PROCEDURES FOR ISSUING DIPLOMAS AND CERTIFICATES
5. TRANSCRIPTS OF ACHIEVEMENT AND STATEMENTS OF STANDING

1. DIPLOMAS FOR SCHOOLS ORGANIZED ON PART A OF CIRCULAR H.S.1

If a student has completed the requirements set out in Part A of Circular H.S.1, the principal may issue, as for 1970-71, a Secondary School Graduation Diploma that does not contain the Branch or Program designation.

2. DIPLOMAS FOR SCHOOLS ORGANIZED ON PART B OF CIRCULAR H.S.1

If a student has completed the requirements set out in Part B of Circular H.S.1 for a particular Program and Branch, the principal may issue, as in previous years, a Secondary School Graduation Diploma indicating the appropriate Branch and Program designation.

3. REQUIREMENTS FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA, 1972

A Secondary School Honour Graduation Diploma will be granted on the recommendation of the principal of the school at which the candidate last obtained standing by fulfilling the requirements for the Diploma as outlined on pages 11-14 (inclusive) of Circular H.S.1, 1971-72. These requirements may be obtained by a candidate who is enrolled at a secondary school, night school, inspected private school or in the Correspondence Courses Branch, Ministry of Education.

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4. PROCEDURES FOR ISSUING DIPLOMAS AND CERTIFICATES

(i) For Secondary Schools

The following materials will be forwarded by the Ministry in June for the use of principals of secondary schools:

(a) Blank Diplomas, Certificates of Training and Certificates of Standing printed in English or French. The type and number to be sent will be based on information given on the earlier questionnaire already returned to the Department by principals. These diplomas and certificates, printed in English or French, will be completed in the schools and issued to qualified students on the recommendation of the principal.

(b) Forms on which principals will list the names of students to whom Secondary School Graduation Diplomas, Certificates of Training and Certificates of Standing have been issued and, as in previous years, the final statement of achievement of 4th year (Grade 12) students.

(c) Forms on which principals will list the names of students who have qualified for the Secondary School Honour Graduation Diploma, the names of students recommended for an Ontario Scholarship, and the final marks in percentage form for all students taking work at this level in 1971-72. (The majority of universities ask for marks in percentage form) The latest date for submission of this information is July 3, 1972.

(ii) For Inspected Private Schools

Principals will be asked to forward, on forms provided by the Ministry, 4th and 5th year (Grade 12 and Grade 13) final records of achievement and lists of students who have been recommended for the Secondary School Honour Graduation Diploma and the Secondary School Graduation Diploma. Diplomas for these students will be completed at the Ministry and will be sent to principals during July or August.

5. TRANSCRIPTS OF ACHIEVEMENT AND STATEMENTS OF STANDING

The following information should be given on each document issued:

1. Name of student.
2. Program and Branch if applicable.
3. Grade or some other indication of level attained.
4. Specialized subject field for vocational and occupational studies.
5. Subjects studied and success obtained, including a statement of success in the work of Physical and Health Education. The Transcript of Achievement should be in the form of percentage marks for 5th year students (Grade 13).
6. The date of leaving school if this was at any time other than the end of the school year.
7. Statement of promotion, where applicable.
8. A reminder to the student that the document issued is official and should be safeguarded against loss.
9. The date of issue of the transcript.
10. Signature of Principal.

Transcripts of Achievement and Statements of Standing shall be issued on official school letterhead. All spaces opposite subjects not studied shall be filled with lines, or other indications that marks or other statements of achievement have not been assigned, and the document shall be signed by the Principal.

Every effort should be made to ensure that these valuable documents are tamperproof and constructed in a manner that will ensure their ready acceptance by admission officers and personnel officials in any country.

G. H. Waldrum

G. H. Waldrum,
Assistant Deputy Minister.

May 15, 1972.

MINISTRY OF EDUCATION, ONTARIO

Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REORGANIZATION OF THE MINISTRY OF EDUCATION

The overall goal of THE MINISTRY OF EDUCATION is to ensure that educational opportunities of recognized quality are made available on an equal basis to all children up to a minimum age of 16 and to all citizens who have a desire to learn and develop through secondary educational experience.

With a view to providing this quality service to the people of Ontario, a new organization of the Ministry of Education came into effect on April 17, 1972. The main purpose of the reorganization was to establish a basis for the efficient organization of its resources which will be flexible and responsive to the needs of education in the Province in the months and years ahead.

The corporate structure of the Ministry is shown on the Organization Chart which includes the names of the three new Divisions and the Assistant Deputy Ministers in charge of each Division: The Education Development Division, Mr. J. F. Kinlin; the Education Administration Division, Mr. G. H. Waldrum; and the Administrative and Financial Services Division, Mr. J. S. Stephen.

This Chart also shows the break-down of Branches in each of the three Divisions of the Ministry of Education. One of the major changes in the new organization is the creation of the two Branches, Curriculum Development and Curriculum Services. The Curriculum Development Branch of the Education Development Division will continue to be responsible for the development of guidelines for the curriculum of the schools of the Province. The Curriculum Services Branch of the Education Administration Division will be concerned with the interpretation and implementation of curriculum guidelines and feedback to the other Branches with respect to guideline revision or redevelopment, as necessary to suit the needs of schools and students. More detailed information regarding the Ministry of Education reorganization will be forwarded in the near future.

For further information the following have been included: the names, addresses, and telephone numbers of the Branch Directors, Regional Directors of Education, Assistant Regional Directors, and the names of the officials in each central office branch.

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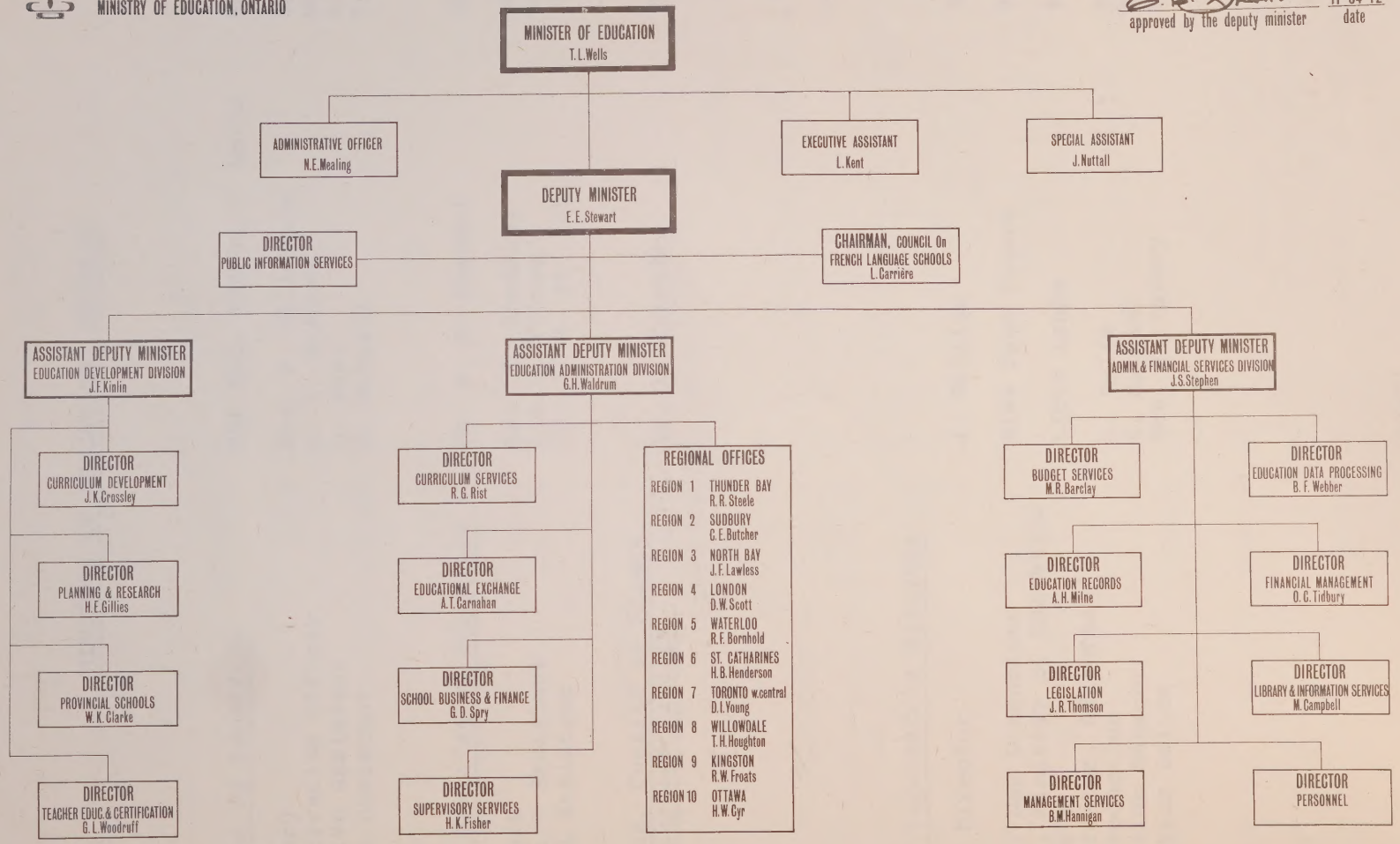
E. E. Stewart,
Deputy Minister of Education.

May 19, 1972.

MINISTRY OF EDUCATION, ONTARIO

E. E. Stewart 17 04 72
approved by the deputy minister date



MINISTRY OF EDUCATION, ONTARIO

Minister of Education	The Hon. Thomas L. Wells	965-5277
Secretary	Mrs. P. Gillespie	965-5277
Administrative Officer	N. E. Mealing	965-5284
Executive Assistant	L. Kent	965-2601
Special Assistant	J. Nuttall	965-6609
Deputy Minister of Education	Dr. E. E. Stewart	965-2605
Secretary	Mrs. S. Spedding	965-2605
Executive Assistant	R.A.L. Thomas	965-2334
Special Assistant	Dr. J. B. St. John	965-1145
Chairman, Council on French Language Schools	Dr. L. Carrière	965-2190

Public Information Services

Acting Director	J. Gillies	965-1139
Editor, New Dimensions	Miss Jane Nugent	965-2063
Editor, Ministry of Education News	Lloyd Landa	965-2063
Co-ordinator, Editorial/ Production	G. Rolfe	965-2061
Production Manager	K. Mahtani	965-2061
Production Editor	Mrs. J. Lavery	965-2061

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EDUCATION DEVELOPMENT DIVISION

Assistant Deputy Minister	J. F. Kinlin	965-6865
Curriculum Development Branch		
Director	J. K. Crossley	965-5982
Educational Officers	D. G. Bagshaw	965-7858
	J. M. Bell	965-5653
	N. Bennet-Alder	965-5600
	N. A. Best	965-5987
	A. E. Bigwin	965-5985
	J. R. Cloutier	965-7071
	J. G. Davis	965-1781
	J. E. Doris	965-5639
	Miss Helen I. Dunlop	965-5355
	G. T. Isford	965-5604
	R. A. Jackman	965-6327
	J. R. MacLean	965-1781
	G. M. MacMartin	965-6412
	N. B. Massey	965-1802
	Mrs. Jean M. McConnell	965-5658
	I. G. McHaffie	965-6400
	W. G. Mitchell	965-1781
	G. R. Podrebarac	965-1781
Special Assignments	Dr. R. P. Vivian	965-5985
Planning and Research Branch		
Director	H. E. Gillies	965-2667
Chief Educational Officer, Planning	G. C. Bonham	965-2667
Educational Officer, Planning	K. H. Waites	965-2666
Program Planning Officer	G. C. Peek	965-2450
Chief Educational Officer, Research	Dr. E. J. Quick	965-3141
Chief Statistical Officer	Dr. J. A. Keddy	965-2636
Statistical Officer	Mrs. Joan St. Rose-Haynes	965-2652
Provincial Schools Branch		
Director	W. K. Clarke	965-5372
Special Assistant	P. F. Wiseman	965-2670
Chief Educational Officer, Correspondence Schools	F. Hogg	965-4587
Educational Officer, Correspondence Schools	H. A. Sutton	965-4587

Education Development Division (Cont'd)

Chief Educational Officer, Hospital Schools	S. C. Gragg	965-2662
Educational Officer Hospital Schools	J. E. Smith	965-2604
Chief Educational Officer, Schools for the Blind & Deaf	W.D.A. McCuaig	965-5380

Teacher Education and Certification Branch

Director	G. L. Woodruff	965-1341
Registrar	A. W. Bishop	965-1341
Educational Officers	H. A. Blanchard	965-1341
	Dr. Joan E. Bowers	965-1341
	Miss D.H.M. Dunn	965-1341
	G. C. Filion	965-1341
	F. W. Vickers	965-1341

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Special Assignments

Full-time Members, Organization Study Task Force, Ministry of Education	G. A. Kaye	965-7025
	Miss Sylvia McPhee	965-7025

(over)

EDUCATION ADMINISTRATION DIVISION

Assistant Deputy Minister	G. H. Waldrum	965-3620
Curriculum Services Branch		
Director	R. G. Rist	965-5606
Educational Officers	J. Bain	965-6339
	J. G. Beaulieu	965-1068
	G. D. Bergman	965-4431
	G.R.O. Campsall	965-5617
	W. W. Coulthard	965-7645
	A. H. Dalzell	965-5608
	Dr. D. F. Dineen	965-1320
	Mrs. Doris P. Fennell	965-5988
	R. C. Fobert	965-7597
	Miss T. M. Forman	965-5633
	Dr. C. D. Gaitskell	965-5631
	R. H. Goddard	965-7646
	J. B. Healy	965-6457
	D. A. Kirk	965-7855
	Miss A. M. Lawson	965-2952
	D. A. Penny	965-6560
	L. G. Queen	965-5609
	D. I. Rose	965-2686
	G. A. Scroggie	965-5783
	G. W. Spring	965-5783
	Mrs. A. M. Stocker	965-2271
	H. H. Town	965-5637
Community Educational Officers	D. A. Garvie	965-6789
	Miss S. Rowe	965-4431
Educational Exchange Branch		
Director	A. T. Carnahan	965-5620
Educational Officer, Cultural Exchange Program	D. Steinhauer	965-5989
Educational Officer, Educational Exchange Program	W. K. Gray	965-5635
Educational Officer, Young Voyageur Program	*Miss G. R. Munnings	965-6329
Community Development Officer, Ontario Athletic Leadership Camp	T. A. Leishman	965-5605

* Also Staff Adviser to the Ministry on Communications to Schools.

EDUCATION ADMINISTRATION DIVISION (cont'd)

Executive Officer, Cultural Exchange Program	Mrs. C. A. Wade	965-5989
Executive Officer, Project School Supplies	R. C. Johnston	965-7998
Executive Officer, School Twinning Programs	G. J. Mason	965-5629

School Business and Finance Branch

Director	G. Douglas Spry	965-5624
Chief Architect	R. F. Lawton	965-4876
Assistant Chief Architect, Approvals	D. Russell	965-2311
Assistant Chief Architect, Planning	S. Orlowski	965-5348
Approvals Architect	D. Matthews	965-2311
Planning Architect	R. Stirling	965-5348
Project Architect	A. Aboul-Khair	965-5348
	Mrs. M. Pain	965-5348
School Inspection Architect	A. F. Andersen	965-5348
Audit Supervisor	T. Hamilton	965-2653
Capital Budget Officer	E. J. Penheiro	965-5625
Construction Cost Analyst	A. Blanthorn	965-5348
Cost Analyst	K. Anderson	965-5348
	G. Arnott	965-5348
Educational Officer, Elementary	L. E. Maki	965-3675
Educational Officer, Secondary	A. Gamble	965-3675
Chief Officer, Grants Services	F. S. Wilson	965-2638
Assistant Chief Officer, Grants Services	R. K. Fletcher	965-7954
Co-ordinator, Regional Business Administration	J. Martin	965-2947
School Finance Adviser	R. Benzon	965-7958
Co-ordinator, Special Assignments	R. Cowan	965-2653

Supervisory Services Branch

Director	H. K. Fisher	965-2672
Educational Officers	J. DiProfio	965-2228
	W.E.P. Fleck	965-2228
	J. R. Graham	965-2228
	B. J. Kipp	965-2228
	G.W.C. Nelson	965-2228
	J. F. Rees	965-2228
	L. W. Steele	965-2228
	W. C. VanderBurgh	965-2228
	O. R. Watson	965-2228

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EDUCATION ADMINISTRATION DIVISION (cont'd)

REGIONAL OFFICES OF EDUCATION

Region 1, Northwestern Ontario

303 News Chronicle Building, Water Street, Thunder Bay "P", Ontario

Regional Director	R. R. Steele	(807)345-6651
Assistant Regional Director	K. H. Wooster	

Region 2, Midnorthern Ontario

1349 Lasalle Blvd., Sudbury, Ontario

Regional Director	C. E. Butcher	(705)566-3480
Assistant Regional Director	D. R. Tovey	

Region 3, Northeastern Ontario

P.O. Box 3020, North Bay, Ontario

Regional Director	J. F. Lawless	(705)474-7210
Assistant Regional Director	J. J. Sullivan	

Region 4, Western Ontario

759 Hyde Park Road, London 73, Ontario

Regional Director	D. W. Scott	(519)472-1440
Assistant Regional Director	H. A. Griffith	

Region 5, Midwestern Ontario

279 Weber Street North, Waterloo, Ontario

Regional Director	R. F. Bornhold	(519)885-0440
Assistant Regional Director	S. D. Oakes	

Region 6, Niagara

Suite 402, 15 Church Street, St. Catharines, Ontario

Regional Director	H. B. Henderson	(416)684-1123
Assistant Regional Director	M. B. Caldwell	

Region 7, West Central Ontario

40 Eglinton Avenue East, Toronto 315, Ontario

Regional Director	D. I. Young	(416)965-2692
Assistant Regional Director	J. C. Fraser	

EDUCATION ADMINISTRATION DIVISION (cont'd)

Regional Offices of Education

Region 8, East Central Ontario

Suite 3201, 2025 Sheppard Avenue East, Willowdale, Ontario

Regional Director (Acting)	T. H. Houghton	(416)491-0330
Assistant Regional Director	J. W. Storey	

Region 9, Eastern Ontario

1082 Princess Street, Kingston, Ontario

Regional Director	R. W. Froats	(613)546-2641
Assistant Regional Director	P. H. Torrance	

Region 10, Ottawa Valley

1825 Woodward Drive, Ottawa K2C OR2, Ontario

Regional Director (Acting)	H. W. Cyr	(613)225-2230
Assistant Regional Director	R. Millette	

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ADMINISTRATIVE AND FINANCIAL SERVICES DIVISION

Assistant Deputy Minister	J. S. Stephen	965-2565

Budget Services Branch

Director	Mrs. M. R. Barclay	965-5342
Senior Budget Analyst	D. W. Ko	965-5342

Education Data Processing Branch

Director	B. F. Webber	965-6669
Manager, Customer Services	M. Gage	965-4089
Manager, Productivity Improvement	B. Cook	965-4898
Manager, Project Co-ordination & Planning	D. W. Urquhart	965-6698
Manager, Research	S. J. Glasser	965-6689
Manager, Systems Development	R. D. Bates	965-6680
Manager, Systems Operation	F. Gaffran	965-5119

Education Records Branch

Director	A. H. Milne	
Chief Officer, Evaluation Professional Documentation	N. A. Vale	965-6126
Chief Officer, Secondary School Registration and Diplomas	G. E. Mills	965-6854
Chief Officer, Student Records	Miss A. Daly	965-5384
Chief Officer, Teacher Records	T. Evans	965-2609

Financial Management Branch

Director	O. C. Tidbury	965-2611
Chief Officer, Accounts	H. Bloemink	965-2612
Chief Officer, Federal/ Provincial Claims	E. J. Hollingworth	965-5832
Chief Officer, Financial Procedures & Audit	O. Honsa	965-2612
Supervisor, Financial Reporting and Accounting	R. E. Spencer	965-5361
Supervisor, Payroll	J. C. Weir	965-2480

Administrative and Financial Services Division

Legislation Branch

Director	J. R. Thomson	965-2621
Chief Officer, Legislation	W. G. Chatterton	965-5427
Legislation Officer	F. J. McAllister	965-4556
Solicitor	R. A. Copeland	965-2060
Legal Assistant	F. L. Showler	965-2060

Library and Information Services Branch

Director	M. A. Campbell	965-4581
Librarian, Historical Collections	Mrs. M. Harland	965-1344
Chief Officer, Media Services	M. Seymour	965-1230
Librarian, Reference and Circulation	Miss D. Dermody	965-4581
Librarian, Technical Services	Mrs. R. Wolfe	965-6391

Management Services Branch

Director	B. M. Hannigan	965-2308
Chief Purchasing Officer	C. J. Cottrell	965-5826
Supervisor, Office Services	T. P. Weafer	965-5473

Personnel Branch

Acting Director	A. H. Glendenning	965-2222
Benefits Officer	Mrs. E. C. Jewell	965-2222
Chief Staff Development Officer	J. B. Kenny	965-2222
Office Manager	Mrs. R. Nowell	965-2222
Senior Personnel Administrator	Miss B. A. Pope	965-2222

Director, E.R.A.S.	D. S. Lawless	965-5348

MINISTRY OF EDUCATION, ONTARIO
Mowat Block Queen's Park / Toronto 182 Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE MINISTRY OF EDUCATION ORGANIZATION STUDY TASK FORCE

The Ministry of Education Organization Study Task Force which was established in August, 1971, has now initiated the second phase of the study. The Task Force is examining the relationship of the Ministry to the school boards directly and through the Regional Office structure. The major emphasis of this study will be centred upon developing a clear definition of educational services to be provided by the Ministry with respect to elementary and secondary education, and upon the development of recommendations for an appropriate regional structure and organization for the provision of these services.

The Task Force consists of:

A. R. Aird	P. S. Ross & Partners Chairman
H. A. Auld	P. S. Ross & Partners
J. Schiel	P. S. Ross & Partners
J. E. Martin	P. S. Ross & Partners
D. Fowke	Hickling-Johnston Limited
P. J. Gould	Hickling-Johnston Limited
W. Lane	Management Board, Government of Ontario
R. M. Hall	York County Board of Education
L. E. Thompson	Region 5, Ministry of Education
Miss S. M. McPhee	Ministry of Education
B. J. Kipp	Ministry of Education
G. A. Kaye	Ministry of Education

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The Task Force is assisted by an Advisory Committee consisting of:

M. M. Koerner (Chairman)	Canada Overseas Investments Ltd.
Mrs. M. Barclay	Ministry of Education
Dr. R. Harris	University of Toronto
R. Froats	Ministry of Education
J. F. Johnston	Windsor Separate School Board
J. Krar	Welland Centennial Secondary School
D. McCubbin	Cambrian College of Applied Arts & Technology
Dean Jean-Marc Tessier	University of Ottawa
Dr. J. Fyfe	Trustee, Sudbury R.C.S.S. Board
Mr. R. G. Rist	Ministry of Education
Miss M. J. McLellan	Supervisor, Home Economics - London Board of Education
Mrs. Mary Fraser	Trustee, Toronto Board of Education

E. E. Stewart
Deputy Minister of Education

May 30, 1972

Ministry of Education, Ontario
Mowat Block, Queen's Park,
Toronto 182, Ontario.

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: LEGAL CLOSING DATE OF SCHOOLS

It has been brought to the attention of the Ministry that a number of school boards have declared their intention to release elementary school pupils from school attendance in June prior to the legal school closing date as established by Part 1, section 3 of The Schools Administration Act. The legal school closing date for the present term is June 30th, 1972.

It is very clear that school boards are required to have the elementary schools open and operating until the legal closing date, and that parents have the right to have their children attend. All school boards are expected to honour this legislation.

If there is evidence that boards have released elementary school pupils prior to the legal closing date, there would seem to be no alternative but to consider the introduction of a policy that will lead to the adjustment of grant payments for those days on which the pupils are not in attendance.

Problems arising from differing approaches to year end closing in the elementary and secondary schools in the Ontario system are of long standing. Recognizing this situation, the Ministry intends to enter into discussions with the educational community to determine the most appropriate policy for the school year 1972-1973. The results of these discussions will be released at an early date in the 1972-1973 school year in order to allow effective planning by local authorities.

E. E. Stewart,
Deputy Minister of Education.

June 9, 1972.

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: TELEPHONE NUMBERS - Reference Memorandum 1971-72:44
REORGANIZATION OF THE MINISTRY OF EDUCATION

1. In your copy of the above memorandum kindly correct the telephone number on page 6 as follows:

   Region 1, Northwestern Ontario - (807) 345-6551

   (not 345-6651)

2. On page 8 - Education Records Branch add the telephone number for Mr. A. H. Milne, Director - 965-2624

G. H. Waldrum,
Assistant Deputy Minister.

June 8, 1972.

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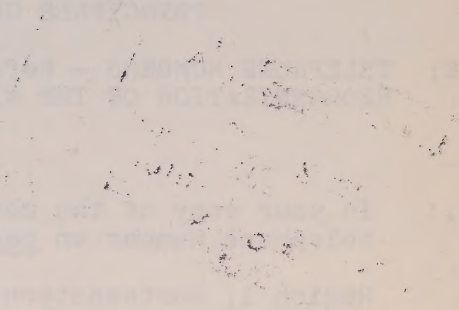

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Mowat Block Queen's Park / Toronto 182 Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ROUTES TO SCHOOL GUIDANCE CERTIFICATION

This memorandum supersedes Departmental Memorandum 1968-69:29, and outlines the procedures to be followed by teachers seeking the Specialist Certificate in Guidance. All correspondence should be directed to the Director, Teacher Education and Certification Branch, Ministry of Education, Ontario, Mowat Block, Queen's Park, Toronto 182, Ontario.

A. COLLEGE OR FACULTY OF EDUCATION GUIDANCE PROGRAM

Where the dean of a college or faculty of education at an Ontario University reports to the Deputy Minister of Education that a candidate:

1. holds a permanent teaching certificate valid in the schools of Ontario;

2. has been admitted by the college or faculty of education with the recommendation of his supervisory officer;

3. has successfully completed a program leading to the Specialist Certificate in Guidance;

the Minister may grant to the candidate a Specialist Certificate in Guidance.

B. GRADUATE COURSES IN GUIDANCE

A candidate for the Specialist Certificate in Guidance who has proceeded via a graduate program must:

1. submit evidence that he has completed a Master's degree in Guidance and Counselling, approved by the Minister;

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2. possess a permanent teaching certificate valid in Ontario;

3. submit a statement from the supervisory officer concerned recommending him for the Specialist Certificate in Guidance.

J. F. Kinlin
Assistant Deputy Minister

June 20, 1972

Ministry of Education, Ontario

Mowat Block Queen's Park
Toronto 182
Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE PHASING OUT OF THE LEARNING MATERIALS SERVICE UNIT OF THE MINISTRY OF EDUCATION

During the past two years the Ministry of Education has assisted twenty-seven school boards to establish film libraries. With the phasing out of the Learning Materials Service Unit of the Ministry, fifty-three additional boards who have not yet established film libraries at the basic level of one print per teacher will be offered assistance, largely from the Learning Materials Service Unit, as part of the continuing policy of the Ministry of Education to provide equal educational opportunities for schools throughout the province. The boards concerned will receive letters explaining the details of the long-term loan plan to be offered.

The film service presently available to isolate boards from the Ministry's offices in Regions 1 and 2 will continue to be offered and, commencing September 1, 1973, all boards with one hundred or fewer teachers of bilingual classes will be authorized to borrow French language films from the film library in the Regional office in Sudbury.

G. H. Waldrum
Assistant Deputy Minister

July 31, 1972

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Ontario Department of Education
Mowat Block Queen's Park / Toronto 182 Ontario

LETTER OF UNDERSTANDING

RE

APPRENTICESHIP CREDITS FOR SECONDARY SCHOOL ACHIEVEMENT

BACKGROUND

Replacement of the Branch and Program structure by the new pattern of school organization outlined in H.S.1, Section A, 1971/1972, makes a new formula necessary for converting "secondary school" credits to "apprenticeship time" credits.

PREMISE

To motivate the student more effectively at critical points in his secondary school career, apprenticeship "time" credits will be granted on an equitable basis for secondary school achievement beyond the required entry level to a regulated trade.

Apprenticeship "time" credits will be allowable for such achievement in two ways:

1. for "grade level" achievement beyond minimum entry level,
2. for related trade subjects successfully completed at levels beyond minimum entry level.

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GRADE LEVELS

Apprenticeship "time" credits for school achievement beyond the apprenticeship entry level can be earned in any secondary or post-secondary program regardless of courses and subjects taken.

The minimum entry to a particular apprenticeship is prescribed at present in terms of a "grade level" (generally Grade 10, but in a few cases Grade 8 or 9). For the purposes of computing apprenticeship "time" credits, it is convenient if school achievement beyond the entry level is interpreted in terms of successfully completed "grade levels" or "school years".

The pattern of school organization under H.S.1, Section A, defines a credit as the successful completion of a course containing work that normally would be completed after 110 to 120 hours of scheduled time. "Grade levels" are not involved. The determination of apprenticeship entry level "grades" and successive "grade levels" of achievement, therefore, will be guided by the number of accumulated secondary school subject credits as follows: 7 credits for each of Grades 9, 10 and 11, and an additional 6 for Grade 12, making a total of 27 credits for the secondary school graduation diploma. The accumulation of another six Honour Graduation Diploma credits provides a Grade 13 standing.

RELATED TRADE SUBJECTS

A basic element in the new pattern of school organization is the creation of more flexible schedules which permit individual timetables for students in relation to their changing needs and interests, abilities and achievements. No fixed pattern of courses for specific technical or vocational subject "specials" is prescribed on a province-wide basis. It is possible for students to take subject credits and partially "specialize" in two or more trade areas if they so wish.

In general, trade related subjects which may qualify for apprenticeship "time" credits are of two types: subject specialization, and broad-based or technological.

Subject Specialization courses are primarily pre-vocational in nature and provide an in-depth treatment of some part of the trade. Practical work, along with the relevant theory, form the larger portion of course activity: whether it is a two-credit course in BAKING-PASTRY, a one-credit course in AUTOMOTIVE-FUEL AND ELECTRICAL SYSTEMS, or a three-credit course in AUTOMOTIVE-DIAGNOSTICS AND REPAIR.

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Broad Based courses are the integrated treatment of two or more compatible subjects in the technical or vocational field. Generally the student sees the course as one subject in which design, construction operations, diagnostics and servicing are stressed through projects, with reduced emphasis on the perfection of manipulative skills and with more reinforcement of physical concepts and mathematics. An integrated course in ELECTRICITY-ELECTRONICS might focus on a key theme such as the technology of CONTROL. Alternatively, CONSTRUCTION courses can deal either formally with an integrated approach to ARCHITECTURAL DRAFTING and BUILDING CONSTRUCTION, topic by topic to develop the technological background, or as in many vocational schools by concurrent treatment of the family of construction trades, generally on a major project.

In general, the content of Subject Specialization and Broad Based courses meet the performance objectives determined by the Department of Labour for apprenticeship related training courses and as such are considered fully creditable for apprenticeship purposes when successfully completed at levels beyond the entry level.

Technical literacy courses, on the other hand, have goals of a non-vocational nature. Subject content may be directed toward the Arts, Communications, or Social Sciences area of study rather than the Pure and Applied Sciences. As a vehicle of general education these courses may provide only a superficial treatment of technical skills and as such would not include content to a standard for apprenticeship credits.

APPRENTICESHIP "TIME" CREDITS

Depending on the trade, the length of an apprenticeship program varies. This time is specified as a definite number of periods of training and instruction, each of a fixed number of hours. In each period the apprentice is paid an increasing percentage of the journeyman's rate.

Apprenticeship "time" credits for secondary school achievement and trade related subject credits beyond entry level are to be granted in units of 50 hours off each period of apprenticeship training and instruction. Specifically, a credit unit of 50 hours off each period will be granted for each "grade level" successfully completed above the apprenticeship entry level. Similarly, a 50 hour credit will be granted for each secondary school

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credit obtained in a related trade subject beyond the apprenticeship entry level.

The Apprenticeship Credit Nomogram provides a comparatively simple method of computing apprenticeship credit. It permits conversion of both school achievement and trade related subject credits to apprenticeship "time" credit by increments of 50 hours for each period of training and instruction prescribed for the particular trade. The zero datum for this nomogram is the required minimum entry level for the trade. The nomogram scales are extended to include credit for achievement at Community College and University levels.

The formula described in the preceding paragraphs, although somewhat structured, does not preclude adaptation to special cases and/or circumstances.

It is understood that this revised system of apprenticeship "time" credits is to be in effect as of this date and the Department of Education will support the Department of Labour in implementation by advising schools of the new policy.

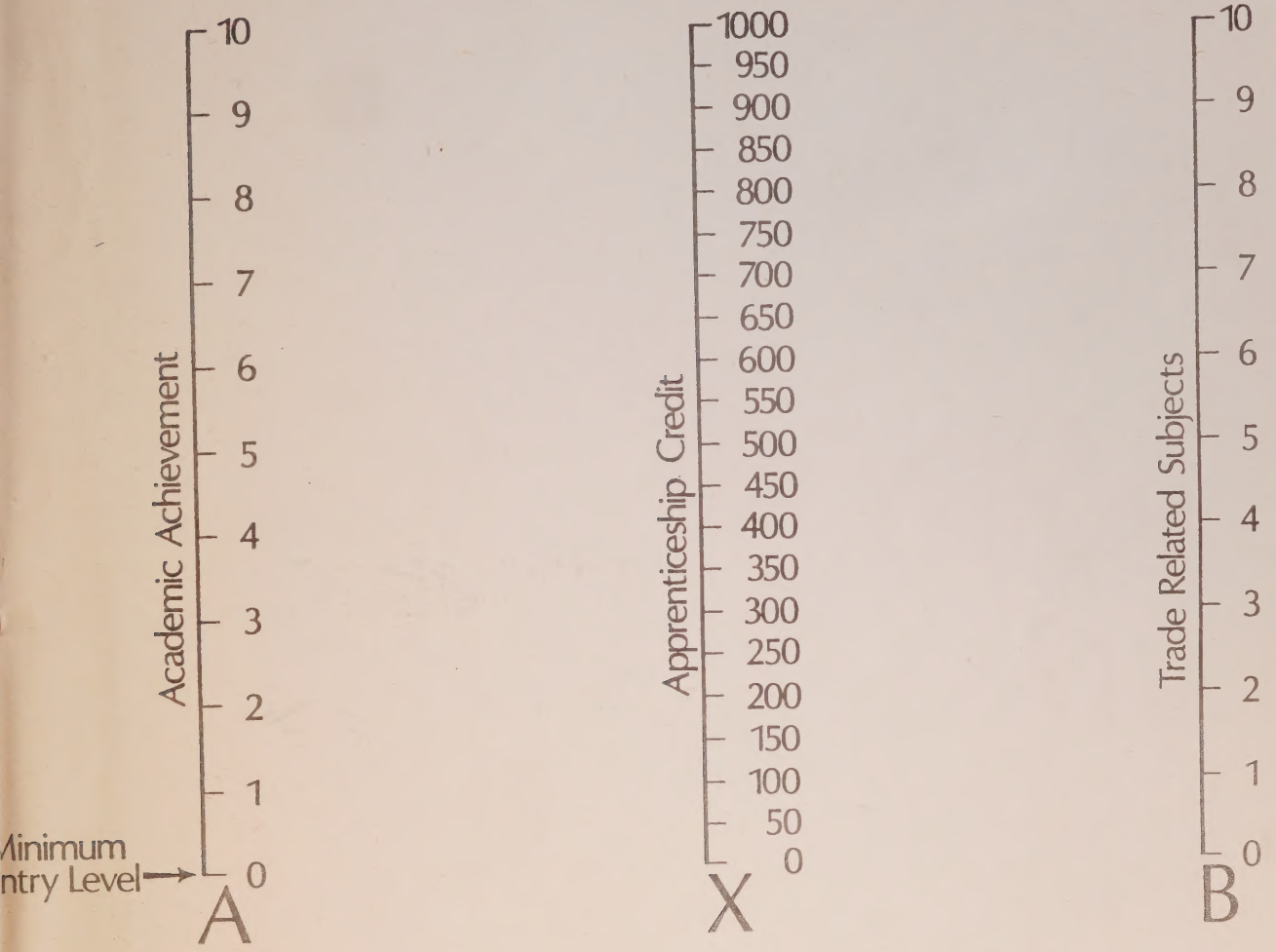
The Department of Education further undertakes to investigate a reciprocal conversion formula for the crediting of successfully completed apprenticeship training periods to secondary school graduation diploma credits.

Toronto, June 30, 1971.

Robert Welch,
Minister of Education.

Gordon Carton,
Minister of Labour.

Apprenticeship Credit Nomogram



NOTE: (1) Column A-Scale indicating level of achievement over and above prescribed entry level; determined by highest grade or year successfully completed or, by total number of accumulated academic credits

(2) Column X-Scale for apprenticeship credit in hours per. period of training and instruction

(3) Column B-Scale indicating number of trade related subjects for which additional apprenticeship credits may be granted